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ABSTRACT

This bibliography of materials for teachers of English for specific purposes lists textbooks, technical readers, articles, resource books, reports, dictionaries, reference books, bibliographies, word frequency lists, catalogues of teaching aids, games and activities, current research in Britain, documents available in the archives of the English Teaching Information Centre of the British Council, and theses and dissertations. The textbook section is annotated and covers social sciences, physical sciences, technology (general, engineering, transport, and agriculture), medicine, and commerce (general, commercial correspondence, and hotels and catering). (JB)

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English for Specific Purposes

Information
Guide

2

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The publications listed and described in this Guide may be consulted at ETIC. Additions or corrections would be welcome. Publications should be ordered through a bookseller. It is regretted that ETIC cannot act as a source of supply.

Section IX was compiled from information provided by the Centre of Information on Language Teaching and Research in their register **Language and Language Teaching: Current Research in Britain** (1973). Section I was originally compiled in collaboration with CILT, which has prepared a bibliography of textbooks for teaching English, French and German for vocational purposes on behalf of the Council of Europe.

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1. TEXTBOOKS ON ENGLISH FOR SPECIFIC PURPOSES

1. SOCIAL SCIENCES

BIDDULPH, G M R

Geography

Oxford University Press (English Studies Series) 1971 — 159 pp + tape

Intended for students with good general English, to introduce them to texts from geography and such related fields as geology and demography. There are eighteen extracts, arranged in order of difficulty, sixty to seventy lines in length. Each text is followed by a true/false comprehension test, copious 'lexical and structural simplifications' which elucidate difficulties in the texts, and a number of exercises. These involve work with synonyms and antonyms and areas of grammatical difficulty and contain suggestions for writing. There is a pronouncing vocabulary and a key to the exercises. The texts are varied and stimulating, and the wealth of annotation makes the book suitable for use by a student working on his own. The introduction contains suggestions for procedure.

BIGGERSSON, H

Economic and social readers 1 and 2

Akademiforlaget-Gumperts (Gothenburg) 1965 — 108pp and 155pp

A series of extracts on the economic and social life of Britain, USA and some Commonwealth countries, with margin notes on pronunciation and meaning, the latter by gloss and translation. There are occasional contextualising visuals. Comprehension questions and composition topics follow each extract and the books seem to be intended largely as source books for information.

CENTRAL INSTITUTE OF ENGLISH, HYDERABAD

A preparatory General English course for Colleges: Social sciences

Orient Longman 1963

A course designed for students with a 2,500-word vocabulary and a limited range of structures who have to follow lectures and read textbooks in English. The main emphasis is on vocabulary expansion. The course is in three parts: the first part presents texts and requires students to locate words in the text to correspond to a list of glosses; the second part practises verbal structures through substitution table and blank-filling techniques and ends with sections on reference, comprehension and word formation; the third part is a dictionary with phonetic renderings, glosses and page references.

CLARKE, M J

Anthropology, psychology, education, language, philosophy

Oxford University Press (English Studies Series) 1966 — 209pp + tape

A collection of thirty unsimplified passages from established textbooks and journals aimed at students of these social sciences whose English requires good models to study and imitate. Each passage is provided with copious notes elucidating points of lexis, grammar and technical content to lessen the need for teacher commentary and dictionary reference. Exercises on content are concerned with anaphoric reference as well as information extraction. Syntactic exercises involve not only article insertion but also logical connectors. Summary and composition practice is provided. There is a key to exercises and an index of points covered in exercises.

CLARKE, M J

History, sociology, politics, economics and law

Oxford University Press (English Studies Series) 1964 — 248pp + tape

A collection of thirty study passages on social sciences illustrating a variety of styles and concerns taken from established textbooks, journals and newspaper articles presented without simplification but with a considerable apparatus of explanatory notes on matters of grammar, lexis and content. Exercises vary in complexity from article insertion to the rhetorical judgement required to select support sentences for generalising statements and attempt to check advanced comprehension as well as to eliminate elementary errors of composition. There is an index of points covered in the exercises and a key.

ENGLISH LANGUAGE SERVICES INCORPORATED

Journalism. Books 1 and 2 — 112pp and 120pp

Collier-Macmillan 1967 — + tapes

Both books follow a persistent sequence of selected vocabulary items, dialogue and sentence practice, and aim at providing specialised advanced English instruction in the field of journalism based on material derived from a Washington DC newspaper. Colloquialisms feature frequently, thereby making the language taught very distinctively American.

FINOCCHIARO, M; McNALLY, H J
Educator's vocabulary handbook
American Book Company (New York) 1965 162pp

Intended to present some five hundred technical terms for administrators, teachers and students visiting America for professional purposes or using American texts. The terms are presented in units which progress from a vocabulary study and practice section to reading comprehension passages, dialogue practice and further lists of words and collections. There is a key to the exercises and an index of the technical terms and the pages on which they are defined.

FISCHER, R; LARSSON, M. (editors)
English and American newspaper texts
Studentlitteratur (Lund) 1972 30pp

The articles, drawn mainly from British Sunday papers and British and American magazines, deal with topics of current interest and provide both information and material for class discussion.

GALLAIS-HAMONNO, J
The language of macro-economics
Dunod (Paris) 1971 290pp

A first- or second-year university anthology of texts on the Theory of Income Determination, Macro-economic Policy and Economic Growth. Each extract is around four hundred to six hundred words and is followed by a list of idioms, notes on technical and general vocabulary in English and comprehension questions. There is an index both of technical and of common-core English terms defined in the book.

GRAVER, G D; HOILE, K J T
Military texts
Oxford University Press (English Studies Series) 1967 249pp

Aimed at military personnel on training courses, this book follows the usual English Studies Series format of extracts, notes on lexical matters, comprehension questions and exercises on points of grammar and usage. The texts include memoirs, military journalism, official history and military theory. There are appendices on content and linguistic matters and a key to exercises.

HESSERUS, K
A modern economic reader
Svenska Bokforlaget/Bonniers (Stockholm) 1965 191pp

Aimed at the upper forms of the economic line in the new Swedish gymnasium, this textbook consists of articles and extracts on topics such as Industrial Britain, the Advertising Agency, and Offices circa 2000, together with a set of questions arranged on a page-to-page basis. Vocabulary notes include phonetic transcriptions. There is an index.

HUEBER
Legal terminology: English-German: Systematic and alphabetical vocabulary with translation exercises
Hueber (Munich) 1971 526pp

The vocabulary and phraseology of legal and administrative terminology have been arranged according to specific fields which include civil law, the law of obligations, constitutional law and international public law. Translation exercises are given at the end of each section, and a complete index in English and German is given at the end of the book. This book should prove useful to professional translators and interpreters, law students, and those concerned with comparative jurisprudence.

JUPP, T C; HODLIN, S
Industrial English: An example of theory and practice in functional language teaching
Heinemann Educational 1975 330pp

Attempts a systematic approach to functional language-teaching for special purposes. Both the approach and the content originate with the authors' experience as members of a special unit set up to experiment with English-language training for Asian employees.

McARTHUR, T
A rapid course in English for students of economics
Oxford University Press 1973 123pp

A preparatory course for intending students of economics for whom English will be either the medium of instruction of a library language. It consists of a series of fourteen units graded in length and difficulty and typically consisting of texts, exercises and supplements. Texts tend to come in pairs: a simplified set of one-sentence paragraphs presenting an information overview which is later reorganised into a more complex paragraph statement. Exercises relate to content, complex sentence structure, syntactic restatement and phonological features.

McARTHUR, T (continued):

Supplements involve diagrammatic presentations of content and word structure and exercises in these. There is a vocabulary list with phonetic equivalents and a key to exercises. It is presumed that the student will have completed a secondary-school English course.

MACKIN, R; HAWKINS, W

Liberal studies

Oxford University Press (English Studies Series) 1967 163pp + tape

A collection of thirty texts from a wide range of topics, including sociology, linguistics and science, and representing a variety of styles – fiction, biography, drama, journalism and academic writing. The texts are generally more than a hundred lines long, which allows for complex ideas to be developed. They are not edited and are therefore suitable only for advanced students. The range of subject-matter is wider than in other books in the series, and detailed lexical annotation is not provided. The exercises are comprehension tests, word study, and suggestions for composition.

MOLYNEUX, M

Legal problems

Collier-Macmillan (Special English Series) 1972 101pp + tape

This book is intended for intermediate-level students, to introduce them to the vocabulary of legal English. Each of the fourteen units consists of a dialogue (with a story-line about a young couple), a short reading passage, and exercises involving structural manipulation, substitution drills and comprehension questions. The topics covered include contracts, damages, negligence and companies. There is a key to the exercises and a glossary of legal terms used in the book.

OUVRIEU, R

Readings in economics

Masson (Paris) 1971 104pp

Some thirty brief extracts on economic history and theory with contextualising photographs, marginal phonetic annotations, comprehension questions, essay themes and translation exercises. Topics vary from London in the eighteenth century to Parkinson's Laws.

RAFROIDI, P, and others

L'Anglais et les sciences humaines

Editions de l'Office Centrale de Librairie (Paris) 1971 319pp

An anthology of texts arranged in five sections: general views on topics such as The World around Us, Live Beings, Daily Activities, and Culture and Leisure; texts on philosophy and psychology; sociology, anthropology, economics; history and geography; and linguistics. Each text is around four hundred words in length and is followed by content questions, references to a grammar manual, and translation practice. The language knowledge of the learner must be presumed to be advanced.

SWIDA, D

Learn to read, speak and write on politics and international economic relations

SGPis (Warsaw) 1971 139pp

There are two sections: one on International Economic Relations with chapters on International Trade Exchange, Fairs and Exhibitions, Economic Performance, Monetary Policy and Air Transport; and one on Politics and Diplomatic Relations with chapters on Diplomatic Visits, Diplomatic Relations and New Governments. Each chapter consists of short reading passages, lists of words and phrases or, sometimes, clauses with Polish equivalents; sentence construction based on sentence completion techniques and translations from the Polich. Class discussion topics are also given.

WALZ, H

Legal and economic texts

Hueber (Munich) 1965 69pp

A collection of twenty-five legal texts and thirteen economic texts aimed at displaying the range of terminology in these two subject areas.

2. PHYSICAL SCIENCES

ALLEN, J P B; WIDDOWSON, H G

English in physical science

Oxford University Press (English in Focus) 1974 144pp

Students' book and teachers' edition; with tapes. For students with a good knowledge both of general English and of their specialist subject. This course focusses on the means used to structure and convey information in scientific discourse. Eight units: the first seven follow the same plan: 1. a scientific passage into which learning/understanding checks are interpolated in multiple-choice form. The answers to these questions follow the passage along with a summary of the reasoning process by which the answers were reached. The next three exercises focus on contextual reference (anaphora, cataphora etc), rephrasing, and the way relationships between statements are expressed. Then come 2. exercises designed to lead the student from comprehension to productive written work. In the first, diagrammatically presented information must be expressed in words. The second concerns the writing of definitions. The next section poses problems which attempt to make the student integrate his linguistic and his scientific knowledge. The Grammar section concentrates on structures important to scientific discourse. In the paragraph-writing section the student is first required to order words to form sentences and then place those sentences in a logical order to produce a paragraph. The student next attempts to reproduce this paragraph, using only an outline provided in the textbook. The final section, Free Reading, contains a version of this paragraph but is intended mainly for independent study. Unit 8 contains a number of supplementary exercises which can be used with the first seven units. The teachers' edition contains all the material in the students' book with the addition of a key to the exercises and an introductory chapter of teaching suggestions.

BROOKES, H F; ROSS, H

English as a foreign language for science students Book 1, 208pp + Teacher's book, 177pp

Heinemann Educational Books 1967 Book 2, 174pp + Teacher's book, 116pp

A course for complete beginners graded from elementary to intermediate and aimed at providing practice in key structures in everyday spoken English by means of short dialogues and simple scientific reading passages. Initially vocabulary and situations are provided through pictures. Teaching units are typically situationalised: drawing offices, laboratory benches and experiments appear in Book One. In Book Two the approach is more through topic areas such as heat, electricity and radio-activity. The student progresses from oral drills to the beginnings of content analysis. There is detailed guidance in the teachers' books on a page-by-page basis. With tapes.

BYRNE, J M; HAUTFENNE, A

The English of Chemistry

Institut des Langues Vivantes de l'Universite Catholique de Louvain (Louvain) 1972 320pp

With detachable general vocabulary and tapes. Texts aimed at providing practice in the English of chemistry (physical chemistry and biochemistry) for French readers. Articles, book reviews and advertisements for chemical journals are included. There are specific vocabularies at the end of most texts – to include rarely used words – and an English/French general vocabulary includes general chemical vocabulary, general scientific terminology, logical terms and other words, not necessarily scientific, which occur in the texts and might give difficulty. There are short sections on French/English word-formation and accentuation.

CALASSO, M G, and others

A workbook in technical English: Chemistry

Le Monnier (Florence) 1971 (The pages are not numbered consecutively)

Published in loose-leaf file form, this workbook consists of extracts from British and American textbooks and journals. Each extract is approximately two hundred words in length and is followed by a section that warns against LI interference problems and another that summarises content in sets of sentence patterns. There are exercises in suffix manipulation, blank-filling, question formulation and discussion, summarising, and translation work for which vocabularies and notes are provided. There is a pull-out section on line-drawings and diagrams and a small appendix on business correspondence dealing with topics such as machine-tool orders. There is a glossary.

CENTRAL INSTITUTE OF ENGLISH, HYDERABAD

A preparatory general English course for colleges: Physical sciences

Orient Longman 1963 231pp

The first part of the book is intended to widen the student's vocabulary to include special terms common to all branches of science by means of technical passages with straightforward comprehension questions and 'puzzle' exercises – looking for words corresponding to a definition, noting absurdities in specially written passages, looking for specific information in

CENTRAL INSTITUTE OF ENGLISH, HYDERABAD (continued):

extracts from indexes and dictionaries. Practice is given in the second part of the book with structures which occur frequently in first-year college textbooks. An attempt has been made to contextualise structures so that practice involves meaning and is not purely mechanical. A glossary of words used is appended with phonetic transcriptions for each item.

CLOSE, R A

The English we use for science

Longman 1965 212 pp

Intended for scientists who need textbooks in English and who have a good grounding in general English. Leads up to the level of 'Science Texts' paper of Cambridge Proficiency, concentrating on the essential grammar and lexis which can serve as a basis for any scientific purpose. The fifty-two texts are from such areas as space, engineering and medicine, mainly from British scientific journals, and are classified into three levels of difficulty. The introduction contains a description of the characteristics of scientific English and suggestions for using the book. The texts are followed by questions testing general comprehension and practice exercises, using the grammar and lexis of the texts. The language of the texts is exploited fairly extensively and imaginatively in this way, and such practice should lead the students to mastery of the appropriate patterns.

CROUSE, W H

Understanding science: A technical reader. Edited by E Egersten

2nd edition. Laromedelsforlagen (Stockholm) 1970 132pp

Twenty illustrated reading passages on topics in physics and technology. Diagrams in the text illustrate the structure and working of such things as the internal combustion engine, the jet-engine, and television, while others illustrate atomic structure. There is an English word-list for each passage and an English/Swedish glossary at the back.

CROFT, K; BROWN, B W

Science readings for students of English as a second language: With exercises for vocabulary development

Educational Services (Washington DC) 1966 184pp

Texts on a variety of simple scientific subjects are followed by comprehension questions and vocabulary extension exercises encouraging students to use a dictionary. The assumed vocabulary is about 3,500 words and about seven hundred new items are introduced in the readings and exercises.

DUVAL, C

English for the physicist

Presses Universitaires de France 1968 103pp

Intended for the French student who has already studied English to a reasonably advanced standard at school, this book aims to provide texts, vocabulary, mathematical symbols and lists of multi-lingual technical dictionaries in numerous branches of physics and chemistry. Words and passages for translation into and out of French are provided and practical exercises in the description of simple operations and equipment to encourage students to make active use of the terminology learnt. Both British and American terms and some laboratory jargon are introduced.

DUVAL, C

English for the Scientist

Editions du Centre National de la Recherche Scientifique (Paris) 1968 103pp

Intended for the French science student who has already studied English to a reasonably advanced standard at school, this book provides texts for translation, vocabularies, mathematical symbols and expressions covering a variety of basic subjects in many branches of scientific investigation. Practical exercises are suggested in the foreword such as explaining theorems and simple scientific experiments to help students to make active use of the terminology provided.

EWER, J R; LATORRE, G

A course in basic scientific English. Students' book

Longman 1969 199pp

Aims to serve a broadly educational purpose as well as presenting the language of science for students of medicine, engineering and other scientific subjects. The material was chosen from a scrutiny of three million words in British and American textbooks, articles, dictionaries and popularisations. There are twelve units, each consisting of a specially written text followed by sections on comprehension, word study and criticism. There is a wealth of varied productive exercises on each text. Other features are: a supplement of extracts from current scientific literature; appendices of prefixes and suffixes, irregular verbs, abbreviations and symbols; a basic dictionary of scientific English with separate sections for lexis and structural words; and an index of structures occurring in the book.

EWER, JR; LATORRE, G (continued):

A course in basic scientific English. Teacher's book 30pp

Contains an introduction on the purpose and scope of the book, grading and flexibility, and suggestions for using the course. It recommends an oral approach for classroom exploitation. There are detailed notes on each of the units and suggestions for further practice.

GETHIN, R H; MACKIN, R

Zoology and botany

Oxford University Press (English Studies Series) 1969 240pp

Aimed at English-medium university science students with a good intermediate knowledge of English. Extracts from textbooks are preceded by vocabulary notes on general and scientific words and followed by explanatory notes on lexis and a selected grammatical topic such as adverb position, negatives, the expression of purpose and result and irregular plurals. Exercises include: comprehension questions; rewriting of sentences to include prepositions or replace paraphrases with technical terms; combining simple sentences into complex. Diagrams are often incorporated in the text. There is a key to the exercises.

GRAVES, G

Foundation: English for science students

Oxford University Press, Madras, 1975 138pp

This course is to accompany basic science courses in tertiary education in developing countries: primarily intended for use in English-medium colleges with English departments wishing to go over, by degrees, to English for specific purposes, having to do so with modest means. The language content follows a structured remedial programme fully integrated with the study-skills programme.

HAWKINS, W F; MACKIN, R

Physics, mathematics, biology, applied science

Oxford University Press (English Studies Series) 1966 274pp

A collection of twenty extracts from popularisations, broadcasts and textbooks for students about to approach 'scientific English'. Each extract is annotated with notes expounding both likely conceptual and linguistic difficulties, including back reference and nominalisation. The notes tend to be twice the length of the extract. Exercises include comprehension questions with assistance in tracing the answers, structural manipulation, sentence completion and precis work. (A collocational and pronouncing vocabulary together with a key to exercises is produced separately as Volume 3B of the series).

HAWKINS, W F, and others

Chemistry

Oxford University Press 1973 313pp

Twenty-two unsimplified extracts on aspects of organic, inorganic and physical chemistry. The first 21 passages have explanatory notes, exercises in comprehension, sentence manipulation and word-use, as well as a section entitled Concept and Expression, which concentrates on the conceptual area, eg time, or cause and purpose, and examines the ways in which these ideas may be expressed in English. The last passage has revision exercises in place of the Exercise and Concept sections. The knowledge of science assumed is advanced, and although the book may be used as a self-tutor it tries to take into account the problems of an English teacher with little specialist knowledge. There is a pronouncing vocabulary and key to exercises and a glossary of the grammatical terms used.

HENN, T R

Science in writing

Harrap 1960 248pp

A set of specimen passages presenting scientific writing from Pliny to Jung, selected to show the memorable or typical use of prose for observation, analysis, speculation and judgement. Each passage is prefaced with a note on the author and his style in relation to his period. A short section on some qualities of the prose of science discourses on ideas of clarity, adequacy, memorability and the role of metaphor before offering hints on the achievement of an adequate prose style. The book is aimed at the science student in the British university system but might function in an English studies context overseas.

HOFFMAN, L

Fachwortschatz Chemie: Haufigkeitsworterbuch: Russisch, Englisch, Franzosisch

VEB Verlag Enzyklopadie (Leipzig) 1973 105pp

Contains vocabularies (including listed suffixes) for each of the three languages.

HOFFMAN, L
Fachwortschatz Physik Haufigkeitsworterbuch: Russisch, Englisch, Franzosisch
VEB Verlag Enzyklopadie (Leipzig) 1970 107pp

Contains vocabularies (including listed suffixes) for each of the three languages.

JEFFARES, A N; DAVIES, M B
The scientific background: A prose anthology
Pitman 1960 306pp

Aimed at bridging the gap between scientist and humanist through studying the writings of scientists who have written well. There are a hundred extracts, beginning with Thomas Sprat and Joseph Glanvill and including Darwin, the Huxleys, Jeans, Eddington and Russell. The passages vary in length from one paragraph to several pages and a set of questions is given to provide a tentative basis for analysis and the furtherance of clear and lucid expression.

MACKING, W; PENKWITT, G
Science in the modern world
Diesterweg (Berlin etc) 1972 124pp

Aimed at German students who already have some grounding in science. Thirty-two reading passages, extracts from original works in English, each followed by a glossary which generally explains words in English but uses German where this is necessary for complete understanding. The main body of the work is arranged under the headings Famous Scientists, Science in Our Future World, Science and Man.

MATTHAI, H R (editor)
Scientific readings in English
Diesterweg (Berlin etc) 1973 120pp

Intended for science-oriented German sixth-form courses. Thirty-two reading passages taken from original words in English dealing both with the findings and with the social implications of science. Each passage is followed by notes both on language and on context and there are exercises aimed at increasing the student's proficiency in the scientific register and directing his attention to the characteristics of good expository writing. At the back of the book is a glossary of scientific terms and a key to the exercises.

PETER, M
Scientific English (Texte mit Ubingen fur Gymnasien und hohere technische Schulen)
Hueber (Stuttgart) 1972

Aimed at German high-school and technical students: a series of reading passages on topics in biology, chemistry, genetics, mathematics, medicine, astronomy, physics, psychology, and general science. The passages are followed by comprehension, grammar and vocabulary exercises along with a translation from German into English. Illustrations are used to clarify the texts. There is a vocabulary together with a list of scientific formulae and equations and of British weights and resources.

ROSSNER, R; TAYLOR, J
Technical English reader: 1
Macmillan Education 1973 58pp

For students with an elementary knowledge of English. Eight reading passages treating a range of topics, such as transport in cities; insecticides, and transplant and implant surgery, in a generalising manner. Each passage is followed by multiple-choice questions on the content, open-ended questions for oral work, and fill-in exercises testing both grammar and vocabulary. Texts are illustrated with diagrams, drawings and photographs.

BOYDS-IRMAK, D E
Beginning scientific English. Books 1-2
Nelson 1975

Designed to help the student of science, who needs to understand the English used in science to provide an informative account of principles and phenomena.

SMITHIES, M
Advanced English comprehension texts for science students
Collier-Macmillan 1972 259pp

Aimed at developing a close textual reading technique for advanced non-native speakers of English who will study science through the medium of English. The texts are drawn from sources such as **The Lancet**, **Time** and **Science** and are followed by a battery of objective questions. Correct answers and rejected responses are both accounted for in notes. There are no visuals.

SWALES, J

Writing scientific English: A textbook of English as a foreign language for students of physical and engineering sciences

Nelson 1971 168pp

Aimed at teaching non-native speakers of English the language skills necessary for coping with English-medium science and technical instruction in universities and technical colleges. Twelve units dealing with topics such as Dimensions and Properties, Definitions, The Passive, Tables and Graphs offer a wealth of exercises: rewriting, blank-filling, insertion, transformation, true/false labelling, rearrangements, sentence completion etc. The exercises are graded in difficulty. There are very few visual examples of information presentation. The materials were tried out in provisional form in the University of Libya.

TEICHMANN, C; WEISE, G

Englisch Lehrtexte: Chimie

VEB Verlag Enzyklopadie (Leipzig) 1971. Fifth edition 184pp

A selection of fifty texts anthologised from 1950s' and 1960s' textbooks in extracts of around five hundred words. Each extract is followed by notes on context, lists of words and phrases to be learnt with German equivalents, language and content questions on the text, and translation practice. Fifteen illustrative figures are incorporated in the text, sometimes with English labelling. There is a glossary, a chemical crossword puzzle, and an additional unannotated collection of journalistic texts.

THORNLEY, G C

Easier scientific English practice

Longman 1972. New edition 146pp

The second in a series of four books intended to provide students with suitable extracts from well-known writers for comprehension practice in scientific English. There are twenty-six pieces graded in order of difficulty and varying in length from three hundred to six hundred words. Each piece is preceded by a note on the content and its source. Comprehension exercises are followed by substantial language practice material involving blank-filling, structural manipulation, clause analysis, word-building, preposition insertion and sentence composition to demonstrate understanding of words and phrases. There is a glossary of around two hundred and fifty items and an index to language questions.

THORNLEY, G C

Elementary scientific English practice

Longman 1967 107pp

Aimed at students whose English has reached the level of Longman Structural Readers, Stage Four. Some thirty pieces specially written by the author cover such topics as Light, Eclipses, Arab Scientists, Malaria and Gravitation. Each piece is followed by a set of exercises involving lexical insertion, sentence completion and structural transformation. There is a hundred-word glossary at the end and an index to language questions. Prepositions, conditional and relative clauses, negatives and tenses are the main areas of language practice.

THORNLEY, G C

Further scientific English practice

Longman 1972 198pp

An anthology from the writings of scientists in the forefront of modern thinking, this book follows on from the author's **Scientific English practice**. Likely lexical difficulties are italicised in the text and explained at the end of the piece. Exercises are grouped into comprehension, essay and language work. Sentence formation and completion, morphology, voice and conditional clauses are the main emphasis in the language work. There is a glossary and index. The level intended is university entrance.

THORNLEY, G C

Scientific English practice

Longman 1972 New edition 150pp

The third in a series of four books intended to provide students with suitable extracts from well-known writers for comprehension practice in scientific English. Thirty texts, occasionally simplified, are arranged in order of increasing difficulty and furnished with exercises on comprehension, composition and language. The latter consists of blank-filling, transformation practice, use of relatives or participles, clause analysis, question formulation, and other exercises in sentence completion and word formation. There is a glossary of around three hundred items and an index to language questions.

THORNLEY, G C, CASTOLDI, M
Scientific English practice: per le scuole medie superiori
Mondadori (Milan) – Edizioni Scolastiche and Longman 1970 214pp

This edition includes the original thirty passages of the 1964 edition of Longman's **Scientific English practice** by Thornley plus ten further scientific and technical texts of a more recent date covering, among other subjects, space travel and computers. The international phonetic symbols used for phonetic transcription are listed. Each text is followed by notes, expanded by Castoldi, on some of the patterns and words used. Comprehension questions, suggestions for composition, and exercises on scientific usage complete each section.

WOODFORD, F P (editor)
Scientific writing for graduate students: A manual on the teaching of scientific writings
Macmillan 1968 190pp

This is a Council of Biology Editors Manual prepared by the CBE Committee on Graduate Training in Scientific Writing in response to the belief that 'scientific writing is heavy, verbose, pretentious and dull'. Rhetorical principles and editing assignments, information retrieval and design of tables of figures make up the bulk of advice, which is largely centred on writing articles for learned journals. There are also chapters on writing a doctoral thesis and research project proposals, and there is a six-page bibliography and an index.

3. TECHNOLOGY

3.1 GENERAL

BELLINI, M L, FRANCHI, E
English and American people and their activities: Farming and building
Zanichelli (Bologna) 1963 331pp

An anthology in three parts: aspects of English and American life; farming; and building. There are page by-page lexical footnotes and content questions after each section. The text is interleaved with illustrations, some of them coloured. The anthology has been prepared for students of technical institutes and presupposes a sound command of common-core English. The sources vary from children's reference books to established textbooks.

BRITISH BROADCASTING CORPORATION
Scientifically speaking
BBC Publications 1971 160pp + tapes

Aimed at introducing the lexis and structure of a dozen technological topic areas: plastics, steel, aircraft, nuclear power, oil, civil engineering, electronics, shipbuilding, computers, laws, statistics and telecommunications through conversations, diagrams and explanatory texts. There are sections on word study in each chapter and a fifteen-page treatment of the structures of scientific English.

BRITISH BROADCASTING CORPORATION
The scientist speaks: The English of science and technology
BBC Publications 1967 99pp + films

Produced to accompany **The Scientist Speaks**, a series of thirteen films, this text attempts to illustrate the written register of science and does not repeat the dialogue of the films though it covers the same topic areas. The first part of the text covers some general features of the scientific register and twelve specific topic areas, including bridges, plastics, oil and smallpox; and Part Two deals on a systematic basis with some of the linguistic features of science discourse, including the passive, nominalisation and conditionals. Diagrams and illustrations are copious. There are exercises in both parts and a key to these. Exercises in Part One are lexical; in Part Two they involve comparison work based on syntactic or rhetorical notions.

BROUGHTON, G
A technical reader for advanced students
Macmillan 1965 122pp

A collection of thirty passages for advanced students of English as a foreign language gathered from popularisations largely published in the 1950s or early 1960s. Each passage typically consists of text, lexical annotation and exercises. The exercises include definitions, paraphrase, content and analysis, transformation, grammatical analysis and sorting, and stylistic comment. Topics include radio-stars, bathyscaphes, radiocarbon testing, welding and underwater television. Most passages have diagrams or photographs.

CASTIGLIONE, A S; BARTIROMO, A

Brave new world

Loffredo (Naples) 1969. Second edition 556pp

A collection of generally informal expository prose texts, often specially written, on such topics as Engineering, Telecommunications, Electronics and Chemistry, that attempts a comprehensive survey of concepts and personalities in the world of applied science for Italian technical students with a strong grasp of the essentials of English grammar. Lexical annotations average twenty to a page of text and occasionally involve noun phrases or even sentences as well as single items. A technical ABC and background information on Britain and America precede the collection of texts, which is followed by a glossary and a biographical survey of men of science.

CISORIO, A R; OLIVA, P L

Life and work

Petrini (Turin) 1971 299pp

Consists of over a hundred passages on technological topics for students of industrial technical institutes. Each text has lexical annotations in footnotes and content questions. In addition there is a small selection of Italian texts for translation. The anthology is based on textbooks and presumes an advanced level of English. It is profusely illustrated. There is an index.

CROUSE, W H

Understanding science: A technical reader

Laromedelsforlagen (Stockholm) 1964 132pp + booklet What's Your Answer? Egerston

An introduction for grammar schools written in simple analogical prose. Topics include the atom, the steam engine, transistors and television and are presented with an abundance of line drawings. Lexical annotations are gathered in an appendix and average between ten and twenty per page of text. English glosses and phonetic transcriptions are usually given. A bilingual glossary is also provided. Exercises are found in a separate booklet and are largely related to content matters but also include: concepts of grammar for analysis and translation tasks; synonym exercises; definitions; and diagrams for labelling in English. Answers are given in a separate booklet.

DANILA, V

Engleza pentru ingineri si technicieni

Editura Technica (Bucharest) 1969 511pp

A course for beginners in English attempting through twenty-five lessons and sixteen reading passages to achieve fairly advanced production skills in technical English. Lessons begin with a vocabulary list of some sixty to seventy related terms (eg in Mathematics), develop usage through question and answer with visuals where appropriate, expound grammatical rules with copious examples, and set exercises on structural patterns, morphology and translations to and from English. Bold type and two-colour printing is used. The reading passages are annotated with Romanian equivalents of idioms and phrases and there are comprehension questions, exercises at phrase and sentence level, dictation and vocabulary lists. There are keys to the exercises, a glossary of adverbs and adverbial phrases with Romanian equivalents, a vocabulary list and a bibliography.

ERNOLU, C

In workshop and laboratory

Laromedelsforlagen Sprakforlaget (Stockholm) 1971 178pp

A reader for technical schools consisting of thirteen anthologised passages on scientific and technical topics with diagrams and photographs incorporated in the text. For each extract there are paraphrase exercises and contextual questions designed to test understanding of structures and lexis. Over 1,500 words and collocations are given phonetic transcriptions or Swedish equivalents in a glossary, and there is an alphabetical wordlist.

HEDEN, S; JENKINS-HEDEN, V

Techno-Texts: General

Laromedelsforlagen Akademiforlaget (Stockholm) 1969 76pp + tape

Articles from technical magazines and journalistic sources are presented with contextualising photographs and phonetic and semantic glosses in the margin. Content questions follow together with exercises requiring research or imaginative extrapolation. Summaries are required to be written from specific viewpoints and for a variety of functions. There are also suggestions for class discussion.

HEDEN, S; JENKINS-HEDEN, V

Techno-Texts: Building

Laromedelsforlagen Akademiforlaget (Stockholm) 1972 76pp + tape

An introductory anthology to this subject area based on articles of general interest taken from information agencies and the press and including futuristic proposals as well as descriptions of contemporary housing and architecture in Britain and America. Articles are around seven

HEDEN, S; JENKINS-HEDEN, V (continued):

hundred words in length generally and are laid out with phonetic and semantic glosses in the margins. Questions follow each piece and include composition and discussion as well as comprehension work. A brief alphabetical vocabulary is appended. The text is well illustrated and designed.

HEDEN, S; JENKINS-HEDEN, V

Techno-Texts: Electrical

Laromedelsforlagen Akademiforlaget (Stockholm) 1972 55pp + tape

An anthology of technical information taken from non-specialist publications such as press and Consumer Association publications and given contextualising photographs and marginal phonetic and semantic glosses. There is a brief attempt to analyse technical information into functional classes: instructions; warnings; regulations; recommendations; and descriptions. Some grammatical recommendations are given for writing in those areas and questions and articles relating to the functional classes are indicated. Topics include How to Mend Fences, A Baby's Heartbeat, Electro-chemical Machining. The questions on the articles often require imaginative extrapolation as well as reference to the text and include word-study summaries. There is a vocabulary list and a register of technical magazines.

HERBERT, A J

The structure of technical English

Longman 1965 208pp

A practice book aimed at foreign students of engineering needing to master advanced technical texts and intended to deal more with structures than with lexis. The book is organised into twenty-eight sections each of which follows a pattern of Reading, Word Study and Patterns. The reading texts are specially constructed to show features of usage, and bold type and italicisation are used to reveal patterns that are later subject to intensive drilling through substitution tables and other devices. The patterns practised are a mixture of grammatical and notional types and tend to follow the schemes popularised by A S Hornby. Labelled diagrams are incorporated in the text. There is a key to the exercises and an index of vocabulary studied.

HEUSKIN, E,and others

Introduction a l'anglais technique

Dunod (Paris) 1972 127pp

Aimed at second-year students in technical lycees, this elementary-level text begins with a precis of grammar arranged in tables according to the traditional parts of speech and then considers pronunciation problem areas. Topics such as Iron and Steel, Industrial Development, and Time are presented in brief passages, using bold type-setting and lexical footnotes to facilitate comprehension. There are grammatical study sections and other passages for dictation and translation. There are also unannotated technical texts, lists of irregular verbs and vocabulary lists into and from English.

HOFFMAN, H G; HOWATT, A P R

Einfuhrung in das technische Englisch

Hueber (Munich) 1965 224pp

A German-medium course for beginning students of English organised into twenty situation-based reading text lessons such as At the Garage, Engineering, and Drilling and Boring Machines. from which are derived lexis and grammar study sections and sets of comprehension exercises. The lexis sections feature headwords in a variety of collocational contexts with occasional phonetic transcriptions and German equivalents. The grammar sections dealing with topics such as The Gerund or The Modal Verb tend to very full exposition – in German. Exercises include structural manipulation, slot-filling and translation. Vocabulary lists for each lesson are given phonetic renderings and German equivalents. There are few illustrations.

von HOFSTEN, E; PYE, M

John in the factory

Svenska Bokforlaget/Bonniers (Stockholm) 1965 83pp

A narrative of a country boy coming to town to register as an apprentice at an industrial school is used to familiarise students with technical processes and their description at an intermediate level of English. Comprehension questions on both narrative and technical contents are gathered on a page-to-page basis at the back of the book, as is a vocabulary list with phonetic transcriptions, Swedish equivalents and collocational patterns when appropriate. There is an alphabetical list of the 1,250 or so words glossed in the vocabulary lists.

von HOFSTEN, E; PYE, M

John tours British industries

Svenska Bokforlaget/Bonniers (Stockholm) 1970 145pp

A sixteen-chapter photographically illustrated narrative of a visit to England and Wales by a group of technical students in which aspects of British life and the technical processes involved

von HOFSTEN, E; PYE, M (continued):
in various industries are presented in about equal ratio: Chapter Eleven features eg a fish-and-chip supper, and Chapter Thirteen shipbuilding. The language level is intermediate to advanced and requires a sound knowledge of common-core English. A glossary on a page-to-page basis with phonetic transcription, Swedish equivalents and, often, collocational contexts is matched by a set of comprehension questions on narrative and technical matters, also arranged on a page-to-page basis. Some eighteen hundred items feature in the vocabulary and these are alphabetically arranged in an index.

HOLMBERG, NYQVIST and HERMANSSON
Informative reading 2
Laromedelsforlagen Sprakforlaget (Stockholm) 191pp + tapes

Intended for second-year gymnasium students, this coursebook is in two parts: the first consists of generally informative texts; the second of an assortment of texts on technology and economics. The latter texts are presented with contextualising visuals and word-lists with phonetic transcriptions and occasional glosses in English and Swedish. Content questions, including multiple-choice types, follow, and there are project tasks for group-work involving analysis. Composition work is occasionally featured. The texts are taken from a variety of sources, including textbooks, reviews, reference manuals, biography and broadcasts, and thus span a variety of styles. A sound grammatical command of English has to be assumed, especially as important areas such as reference and connection are not investigated in the exercises.

INSTITUTE OF MODERN LANGUAGES
Prevocational English (revised by D Rusthoi)
IML (Washington DC) 1970-71. Texts 1-2. Workbooks 1-2

The purpose is to teach basic conversational English while providing an introduction to technical skills.

KURZWELL, Z E; KUSHNER, R
English for students of technology
Girardet (Essen) 1964 288pp

Designed for students of engineering during first-year College of Technology studies to enable adequate comprehension of textbooks, journals and other punlications in English. Material is arranged in three parts: textbook extracts; periodical extracts; and readings in the history and philosophy of technology. The extracts vary from four hundred to eight hundred words in length and are followed by content questions, exercises on language features and composition topics. Word-lists for each extract are gathered together in an appendix and gloss between a hundred and fifty items per extract.

METHOLD, K; WATERS, D D
Understanding technical English: 1
Longman 1973 60pp

Twenty units for craftsmen and technicians with some knowledge of English, aimed at familiarising them with the general vocabulary common to most fields of technology. The course is structurally graded and takes account of those sentence patterns most commonly used in technical writing. There are exercises of the multiple-choice, blank-filling, or copying-of-sentence-pattern type, many of them taking as their stimulus the numerous illustrations (line and photographic).

MOUNTFORD, A
English in workshop practice
Oxford University Press 1975, 2 books, including teacher's edition

Each of the 8 units includes a written reading passage followed by exercises focussing on those aspects of English which are often emphasised in the written language of workshop practice, in whose context all the exercises are presented. There are also reading passages. Altogether the appropriate technical vocabulary is well represented.

PASCH, P; KISTLER, F (editors)
Modern technology
(Lese – und Arbeitsbuch fur Fontgeschrittene). Klett (Stuttgart) 1972 128pp

Intended for German secondary schools and vocational training institutes. Thirty-eight reading passages illustrated with photographs, cartoons and other line-drawings arranged in four main subject-areas: computers and telecommunications; traffic on sea and land; aeronautics and space; new processes; and sources of energy. Each passage is followed by a glossary that explains possibly unfamiliar words in simpler English, and there are exercises in comprehension and suggestions for discussion. There are appendices on imperial and metric systems of weights and measures, mathematical symbols, and the vocabulary of data-processing.

PITTMAN, G A

Preparatory technical English

Longman 1960 175pp

A situationally and notionally based textbook for apprentices and trainee-technicians, attempting to link the language of the workshop to that of the trade manual through actions and exercises preceded by oral drills. Vocabulary presented is generally that of description and definition, measurement, degree and proportion and development and processes rather than a series of technical terms. The book is organised into twenty-six sections, including Parts and Capacity, Dimensions, Sheets and Plates, Functions, Qualities, Properties and Characteristics. A good command of common-core English is assumed. There are abundant diagrams and line-drawings.

PRONINA, R F; SOROKINA, L N

Uchebnik angliyskogo yazyka dlya zaochnykh tekhnicheskikh vuzov

Vysshaya Shkola (Moscow) 1968 311pp

An elementary-level course presented through the medium of Russian and organised into twenty-five lessons which typically begin with reading drills based on morpheme recognition and move on to reading passages, oral drills, exercises in word-building, syntax and translation and revision work. There is a strong emphasis on translation. The book includes a reference grammar, consultation tables for verb-forms and pronunciation, a key to the exercises and a glossary of around two thousand terms whose initial occurrence in reading texts is signalised by bold type.

SAUNDERS, P A

Introductory English: A course for technical students overseas

University of London Press 1967 120pp

Aimed at non-native speakers attempting such technical examinations as the Intermediate Examinations of the City and Guild of London Institute, this book attempts a variety of approaches, including oral sections on pronunciation matters; grammar sections on noun-phrases and tenses; notional sections on the expression of quantity; pragmatic sections on punctuation and note-taking; and situational sections on English in the laboratory. The method is explanatory, introductions being followed by models and exercises. There is a key to the exercises together with notes for the teacher and an index of the main problem topics covered. There are no illustrations apart from one of the principle of the internal combustion engine.

3.2 ENGINEERING

ADAMSON, V; LOWE, M J B

General engineering texts

Oxford University Press (English Studies Series) 1971 203pp + tape

A coursebook for university students consisting of unsimplified texts taken from undergraduate textbooks, journals, official handbooks and popularisation in the fields of civil, mechanical, electrical and chemical engineering and related techno-sociological studies. A good knowledge of grammar is assumed and access to technical dictionaries is required. The texts are followed by generous annotations of a situational, anaphoric and lexical kind. Exercises typically consist of information retrieval from the text, sentence composition (using words in other contexts), syntactic analysis and transformation, slot-filling for prepositions and particles, anaphoric reference analysis and paraphrase or research-based composition. The exercises have a key and an index.

AIGNER, H

The world of engineering. Part 2

Braumuller (Vienna, Stuttgart) 1970 147pp

A course for intermediate students consisting of fifteen units, each beginning with a reading passage with a technical bias leading into a series of extensive exercises in idiom, grammar, pronunciation, spelling practice and comprehension. Translation and project work are also included. There is an appendix dealing with differences between American and British English, an index and a vocabulary list with phonetic transcriptions and German equivalents. There are no visuals.

ASIAN INSTITUTE OF TECHNOLOGY

A language laboratory English course for graduate engineering students learning English as a foreign or second language. (D J Cobb and others) 1-2

English Language Centre (Bangkok) 1972-73

A course of 75 units aimed at improving pupils' performance in aural comprehension and written English. The contents of the course come from analyses both of actual lectures and of theses in engineering. These are items providing practice in English sounds, aural compre-

ASIAN INSTITUTE OF TECHNOLOGY (continued):

hension practice, vocabulary units, substitution drills and dialogues. The emphasis is on practice in language skills. There are also some items designed to teach students to cope with social situations, mostly within the college context.

BRASNETT, C

English for engineers

Methuen 1968 144pp

Aimed at foreign students in tertiary technical institutions whose English is fairly elementary. Topics include Metals, Petroleum, Motor Cars and Welding. Text consists of reading passages with technical items in bold print, explanation sections and exercises involving sentence completion and sentence composition. There are thirty-five figures incorporated in the text and an index of bold-print (technical) terms.

CALASSO, M G; MIRAK, M L

A reader in electrotechnics and electronics

Le Monnier (Florence) 1969 374pp

Simple passages give factual, biographical and social information on electricity, its discovery and uses. These are followed by vocabulary notes and comprehension questions. The language presented is a mixture of British and American English and the two are not differentiated in the texts but differences are clearer in the sample business letters and some are briefly indicated in the introductory paragraphs to the correspondence section. No attempt is made to indicate the difference in use between 'Yours sincerely' and 'Yours faithfully' and, to a British eye, these are confused in the simple letters. A table of international phonetic symbols is given and these are used in the vocabulary section.

CALASSO, M G; MIRAK, M L

A workbook in technical English: Mechanics

Le Monnier (Florence) 1969

Loose-leaf pages arranged in units and numbered by paragraphs. A collection of American texts, with reference to (British) corresponding terminology in the vocabulary notes, on metallurgy and mechanics, covering machine tools, cars, aircraft and ships. An appendix provides sample business letters and a brief description of lay-out with a few differences between British and American practice. Technical vocabulary is also presented by means of annotated diagrams. The texts are followed by grammar and comprehension exercises and the letters by comprehension questions and opportunity both for translation and for unguided letter-writing.

CALASSO, M G; MIRAK, M L

A workbook in technical English: Metallurgy

Le Monnier (Florence) 1971

Loose-leaf pages arranged in units and numbered by paragraphs. A collection of largely American texts describing the raw material and processes of metallurgy. Sometimes the difference between British and American English are noted. Technical vocabulary is presented in an appendix of labelled diagrams. A further appendix gives a sample of one British and one American commercial letter and briefly explains the style and lay-out. Three exercises follow each sample.

CASTIGLIONE, A S; BARTIROMO, A

The computer age

Loffredo (Naples) 1972 279pp

A tertiary-level text expounding in English the history, applications and anatomy of the computer in short units with some twenty lexical annotations in Italian per page and an abundance of illustrations, often humorous. There is a section on composition topics, translation exercises and a glossary. The language-learning component is confined to lexis and translation and implies a sound command of grammar.

CECILE, C

Passport to technical English: 1: The motor car; oil

Didier (Paris) 1970 157pp

Written for students of technology in general, the book is organised into units that typically begin with a collage of advertising prose and visuals in two-colour printing followed by: a small intonation section; content questions; an adapted reading passage; and a section on idioms and grammar. There is an appendix with a glossary of terms and their French equivalents.

CECILE, C

Passport to technical English: 2: Aviation and space

Didier (Paris) 1970 157pp

An attractive two-colour-printed and copiously illustrated text aimed at engineering students with a sound general command of English, this manual is organised into sections in which information

CECILE, C (continued):

is introduced through dialogues with visuals for each exchange. Vocabulary and comprehension work follow on together with substitution-based sentence practice. Reading texts prefaced with selected items in phonetic transcription and with incorporated diagrams then follow; the texts are adapted and their British or American origin is coded. A section on idioms and grammar typically completes the unit. Intonation is treated apart from the grammar but stress is included in it and the model of the grammar used is somewhat traditional with the subjunctive and the genitive case being typical labels.

COSTABILE, N

Technical readings: Electricity

Signorelli (Rome) 1970 132pp

Texts are arranged for elementary, intermediate and advanced levels. The elementary texts are followed by dialogues and comprehension exercises. With few exceptions the texts chosen are from British sources. They are illustrated by small photographs and diagrams. An appendix of initials and abbreviations is provided.

COSTABILE, N

Technical readings: Mechanics

Signorelli (Rome) 1970 210pp

Texts are arranged for elementary, intermediate and advanced levels and the elementary texts are followed by dialogue and comprehension exercises. The main sources are British. Advanced texts cover machinery, aircraft, metallurgy, thermodynamics, plastics, chronometry, optics, photography and building. Small photographs and diagrams illustrate the material and an appendix of initials and abbreviations is provided.

ENGLISH LANGUAGE SERVICES INCORPORATED

Aviation In three books

Collier-Macmillan 1966 94pp + 84pp + 86pp + tapes

Designed generally for students interested in the field of aviation who are non-native speakers and have a sound general command of common-core English, this series of three books, Aviation, Radio Telephony and Aviation Mechanics, is based on dialogues often realistically recorded in the noisy environment of the cockpit. The language level is advanced and presumes a familiarity with American idioms and culture situations as well as teacher knowledge of aviation situations. The method consists of dialogue or reading-passage introduction to the information theme, terminology practice in which technical terms are glossed and given in sentence context and comprehension questions often related to a diagram. The books are abundantly illustrated. Each volume has a glossary.

ENGLISH LANGUAGE SERVICES INCORPORATED

Engineering: 2: Electrical engineering

Collier-Macmillan 1972 181pp + tapes

The text is organised into nineteen lessons each of which follows a tripartite arrangement of dialogue on reading, terminology practice and a check-up section. Topics covered include Modulation, Resonance and Transistor Parameters. The dialogues tend to feature a questioner and an expert and are largely expository in nature. The terminology practice consists of items defined and illustrated by use in three sentences. The check-up search consists of comprehension questions and/or blank-filling. Each lesson has a lead-visual and a number of the technical terms are also illustrated. The text is aimed at students interested in this field who have a sound general command of American English.

GLENDINNING, E H

English in mechanical engineering

Oxford University Press (English in Focus Series) 1974 134pp

For students with a good grounding both in general English and in engineering. Aimed at giving insight into how English is used to structure and convey information in engineering texts. Eight units, each beginning with an engineering passage into which multiple-choice information checks are inserted. Solutions to these questions are given with a summary of the reasoning process by which they are reached. Exercises on rephrasing, contextual reference, and relationships between statements follow. The Use of Language section focusses on points of grammar particularly needed in engineering disco-use, on the expression of information contained in diagrams, and on transforming statements from one mode of communication to another (eg a definition into a generalisation). The Information Transfer section aims at posing problems in the solution of which the student uses both his linguistic and his engineering expertise. There is a Guided Writing section in which the student first constructs sentences, following rules in the book, and then, with the addition of paragraph divisions and linking features, puts together a paragraph. The student must then label and incorporate a number of diagrams which are provided to illustrate the passage. The free reading passage is longer and more difficult than the introductory passage and is intended to be studied without the teacher's aid. There is a section of questions on the free reading passage

GLENDINNING, E H (continued):
for optional use. The teacher's edition contains an introductory section of teaching suggestions and a key to the exercises.

HAWKEY, M
English practice for engineers
Longman 1970 79pp

Intended for engineering students who have studied English for three or four years, this text consists of eighteen chapters and three texts. A chapter typically consists of a reading passage with appended questions, a vocabulary section with terms glossed and exemplified in sentences, a section of structural notes and practice, dealing with some such theme as Voice, and a composition section. Topics treated are functional ones: report-writing, purpose, means, conditions etc, and the book thus combines information presentation with some attempt at developing a conceptual strategy. There are nineteen technical diagrams and an index of the technical terms and grammatical systems that have been treated. Exercises centre around gap-filling, sentence completion and structural manipulation.

HAVLICEK, M; WANKE, J
Anglictina pro elektrotechniky
Statni Nakladatelstvi Technicke Literatury (Prague) 1962 642pp

A comprehensive survey of the main branches of electrical engineering with expository texts in which key items and phrases are italicised and afterwards glossed by translated equivalents. There is a glossary. Twenty-nine figures with labels in English are incorporated in the text.

HERRMANN, T M
Aeronautical English
Hueber (Munich) 1973 Introduction: 132pp. Reader: 93pp. Glossary: 136pp. Minimum Wordage: 80pp.

The Introduction consists of chapters on: The Aircraft; The Aeroplane; Power Plants; Instruments; Stability and Control; How Is It Possible to Fly; All about Flights; Aerodromes; Air Traffic and Air Transport Air – Aero – Aerial/Aviation and Aeronautics. The information presentation is step-by-step and uses translation, illustration and revision through gap-filling. The chapter on How Is It Possible to Fly? uses direct programming. The Reader consists of seventeen illustrated chapters on largely technical topics with annotations in German in the margin. The glossary consists of key head-words like **airport** being defined and then followed by some fifty collocations that feature it. The Minimum Wordage consists of seven hundred and fifty keywords with collocational contexts and German equivalents.

HERRMANN, T M
Electricity/electronics and minimum wordage. (Die 5000 wichtigsten Worter der Elektrotechnik und Elektronik)
Hueber (Munich) 1973 155pp

An English/German glossary based on the 1,500 words most used in electricity and electronics from which a total of 5,000 words can be built up. There is also a section on the abbreviations used in electricity and electronics.

HUMBY, E; ROBINSON, P
Computers
Collier-Macmillan (Special English Series) 1971. Succeeded by **Computer Programming** (P. Robinson) 118pp + tape

Aimed at students of English as a second language who wish to become familiar with the vocabulary of computers and computing. Fourteen units, beginning with taped dialogues, each lead into phonetic familiarisation, structural manipulation, reading comprehension work and test items for use in sentence composition. There is an exercise key and a glossary of around two hundred technical terms introduced in the texts. Topics treated include Hardware, Data, Computer Languages and The Systems Analyst. Visuals include photographs from IBM sources. The ratio of information exposure to structural practice is high.

JAY, S
The jet engine
Collier-Macmillan (Special English Series) 1972 120pp + tapes

Intended for second-language students of English wishing to become familiar with the vocabulary of the design and construction of the jet engine, this text is organised into fifteen units of dialogues, oral practice exercises and reading passages with comprehension exercises. The dialogues are set in an aero-engine school context with instructor-student exchanges, and from these statements or retorts are taken as model structures to be practised in substitution contexts. There are abundant visuals. There is a key to the exercises and a glossary of technical terms.

ROBINSON, P

Computer Programming.

Collier-Macmillan (Special English Series) 1972. Sequel to **Computers** (Humby and Robinson) 104pp + tape

Aims at illustrating the special English of the computer programmer in fourteen units each of which begins with taped dialogues for phonetic familiarisation and leads into structural manipulation, reading comprehension work and test items for use in sentence composition. There is an exercise key and a glossary of technical terms ranging from Integrated Management Information System to Boolean Logic, Cobol, Fortran and Joss. Topics treated include Programming Techniques, Segmentation, Debugging and Report-Writing. Visuals include flow-charts and programme-sheets.

SCHARF, B

Engineering and its language

Muller (London) 1971 398pp

This is a linguistically advanced text aimed at industrial translators and technical writers who require a fairly detailed knowledge of Engineering and its terminology. The terminology is arranged in a continuously descriptive text with an abundance of line-drawings and a number of half-tone illustrations. The text is followed by over five hundred revision questions and there is a detailed index.

SCHINDHELM, W, and others

Einfuhrung in das technische Englisch: Elektrotechnik

VEB Verlag Technik (Berlin) 1971 326pp

A set of texts on Basic Electricity, Electronics, Precision Mechanics and Power Engineering, with comprehension questions, syntactic analysis, composition practice, and word study. There are lexical footnotes and eighty-nine figures incorporated in the text. Reference is also made to syntactic structures, notes on which appear in a grammar compendium of rules, examples and exercises to do with the Gerund, Participles, The Passive, and Infinitive Constructions. There are also reference tables explaining abbreviations, mathematical notations, form classes and suffixes, and a bibliography of approximately a hundred items. A vocabulary with English-German and German-English equivalents is printed in a separate booklet and contains approximately a thousand items. An advanced knowledge of English is presupposed.

VEB VERLAG ENZYKLOPADIE

Englische Lehrtexte: Bauwesen

VEB Verlag Enzyklopadie (Leipzig) 1971 151pp

A collection of advanced-level texts for civil engineers selected from British and American sources with vocabulary lists, notes on grammatical points and exercises on content, morphology, translation and syntactic manipulation. There are occasional line-drawings and photographs to illustrate matters of content.

WANKE, J; HAVLICEK, M

English for electrical engineers

Brandstetter (Wiesbaden) 1971 288pp

A manual for advanced learners of English who are presumed to need a guide to terminology but not to grammar. There are six sections: Fundamentals; Electrical Power Engineering; Electronic Engineering; Control and Computer Engineering; Communication Engineering; Radio Engineering. For each there is an expository opening text in English in which key terms are italicised; substantial bilingual vocabulary lists; a text in German commenting on terms and concepts. There is an index as well as sets of technical tables. Twenty-six figures are incorporated in the text.

YEADON, A

The motor car: 1: Running, maintenance, repairs

Collier-Macmillan (Special English Series) 1971 115pp + tape

Designed generally for students at school for whom English is a second language and the motor car a technical subject for study, this text is organised into sixteen lesson units with contextualising passages and summaries of useful structures practised in the unit. The method relies on automatic reproduction of drilled structures based on situations defined by topics such as The Fuel System and roles such as mechanic and apprentice. There is a key to the exercises and a glossary of technical terms.

BARRY, W S

The language of aviation

Chattc and Windus 1969 168pp + discs & tapes

A manual of commercial aviation with descriptive chapters on background topics and, for example, tickets, waybills, design of airports and aircraft, and preparations for flight together with a set of illustrative recordings prepared by the BBC. The information and linguistics components require an advanced level of comprehension and the role of the recordings seems to be largely phonetic. There is a short glossary of technical terms with phonetic transcriptions.

BELL, C

Seafaring in English

Gyldendal (Oslo) 1963 232pp + two long-playing records

Originally this was a special series of programmes for seamen broadcast on the BBC's 'English by Radio' service. The text-book provides an opportunity for revision or a first encounter with English seafaring expressions and instructions introduced in a narrative and conversational form. A comprehensive glossary of terms also gives phonetic transcriptions. Sixteen dramatised episodes have been recorded on two long-playing records. The book is well illustrated, in colour where necessary: there are no exercises and a reasonable understanding of everyday English is assumed. There are a few printing errors.

BRITISH BROADCASTING CORPORATION

English for the motorist

BBC Publications 1965 21pp + record

A booklet containing the text of eight recorded dialogues and a glossary of British and American motoring terms. The dialogues revolve around a visitor to England visiting the London Motor Show, buying a car, learning to drive etc, and were devised for the 'English by Radio and Television' service of the BBC. They demand a sound general command of English.

LUZZATI, M

Nautics: An English reader

Valmartina (Florence) 1970 269pp

The book is directed to all those engaged in seafaring but particularly the sailor himself. Texts and exercises are entirely in English. Italian is used to gloss new terms in the margins of the pages and for the bilingual labelling of diagrams. The exercises are for those who already have an intermediate grasp of English. In a short second part some literary texts on sea subjects are given and also the script of two BBC talks between Albert Marckwardt and Randolph Quirk on the comparison of British and American English.

MACKLIN, B; NASH, T

Air travel

Collier-Macmillan (Special English Series) 1972 118pp

Aimed at airline staff and travellers with a fairly sophisticated command of common-core English. There are fourteen units with taped dialogues leading into phonetic familiarisation, structural manipulation and reading comprehension exercises. Each unit ends with a test on terms and collocations used in the unit. There is a key to the exercises and a glossary of over a hundred items.

PICCHI, F

A practical guide for mariners

Mursia (Milan) 1966 320pp

A descriptive text on nautical matters with chapters on The Ocean, The Ship. Aids to Navigation, Propelling Engines etc. Each chapter is preceded by a word and phrase list with Italian equivalents and followed by conversation and discussion suggestions. A lengthy appendix anthologises descriptions of individual ships, sea stories, specimens of documents and technical readings. There is a brief guide to composition, a dictionary of technical terms and a glossary of Italian nautical terms. A sound secondary school knowledge of English must be presumed. There is an abundance of diagrams and photographs.

STREVENS, P

Seafaring

Collier-Macmillan (Special English Series) 1972 115pp + tape

Intended to give practice in British English as it is used by seafarers, this text is organised into ten units, each beginning with contrived dialogues containing a high ratio of nautical expressions. There are exercises in structure practice followed by progressive substitution drills, notes on expressions of position, reading passages, content questions and composition practice. There are abundant contextualising photographs and a number of diagrams. Over three hundred technical items are included in the glossary.

YEADON, Tony

The motor car, Book 1: Running, maintenance and repairs
Collier-Macmillan (Special English) 1970
Book 2: Major repairs and modern motoring
Collier-Macmillan (Special English) 1974

Includes details of: running, maintenance and repairs; calling at the filling station; buying a car; cleaning; changing the wheel; engine maintenance; lubrication; buying antifreeze; electrical trouble; the distributor; the hydraulic system; the fuel system; bumps and rattles; tyres; overhauling the brakes; steering; body-damage. Book Two includes details of: sports cars; tools of the trade; the electrical system; overhauling the engine; unit construction and chassis frames; charts to tackle faults; engine-cooling; Volkswagens; road-tests and specifications; learning to drive; motorways; the language of advertising brochures; electronic performance; analysis and tuning; automatic transmission; the Diesel engine.

3.4 AGRICULTURE

BELLINI, M; FRANCHI, E

English and American people and their activities: Farming; building
Zanichelli (Bologna) 1963 331pp

A straightforward presentation of information on many general aspects of British and American daily life followed by one section specifically on farming topics and one on building. Each text has new and specialised vocabulary printed in heavy type and translations are provided in footnotes. Each passage is followed by comprehension questions which, in some cases, would demand a reply of several spoken or written sentences. The book is illustrated both with coloured and with black-and-white photographs.

BERKOFF, N

Agriculture
Oxford University Press (English Studies Series) 1971 255pp + tape

Intended for students of agriculture at tertiary level, this book follows the usual English Studies Series format of text, notes on lexis and structures employed, and a battery of exercises. The texts are taken from books and articles in British and American English and the original spelling has been maintained. The notes vary from lexical restatements to informal definitions with the occasional use of diagrams. The exercises are of four types: comprehension exercises which check on content understanding through true/false labelling with reference to the text and through brief explanations; grammar exercises involving a descriptive statement and its exploitation through rewriting; vocabulary exercises involving replacing italicised phrases with single items already encountered in the reading passage. There are also often summary exercises. There is a key to the exercises, a summary of the main grammatical forms dealt with and a select pronouncing vocabulary.

ENGLISH LANGUAGE SERVICES INCORPORATED

Agriculture Book 1, 2 and 3
Collier-Macmillan (Special English Series) 1966-67 104pp. 115pp. 149pp + tapes

Book One deals with soils and irrigation, using a sequence of dialogue or reading, terminology practice and a checkup section. The context for both technical content and visuals is American and the method is one common to the Special English Series. The book is intended to provide specialised advanced English instruction for students interested in the field of agriculture and the emphasis is on oral familiarisation with technical terminology. There is a key to the exercises and a glossary of technical terms. Book Two deals with Field Crops and Book Three with Horticulture and Livestock.

SANTANA, G H

English at the service of agriculture
Pueblo y Educacion (Havana) 1970 281pp

This is a two-year textbook for technological agricultural institutes in Cuba aimed at familiarising students with agricultural terminology in English and based on a pattern practice approach. Lessons are organised in terms of grammar topics or readings and pass through a pedagogic process of motivation, instruction of structures and vocabulary, recognition of truth of falsity of assertions, induction into new patterns, group practice and evaluation. Readings feature the major crops of Cuba. Topics are visually cued in by line-drawings at the beginning of each lesson with a key pattern explication underneath. In year two, sentence sequences are studied and there is a higher proportion of readings.

ANTONIETTI, G, and others
L'Anglais dans les sciences medicales
Colin (Paris) 1970 424pp

An anthology of texts on the history, contributory sciences and treatment procedures of medicine from textbooks, **The Lancet**, popularisation etc, each about six hundred to eight hundred words in length, presented without simplification, annotation or exercises. Some two hundred phrases, some relating to doctor-patient situations, are presented in French with English equivalents and footnotes on usage and grammar.

AUSTIN, D; CROSFIELD, T
English in hospital
Hermods (Stockholm) 1974 1 : 46pp 2 : 88pp

An elementary to intermediate course in English needed in day-to-day hospital work aimed particularly at nursing staff. Each unit begins with a short text followed by exercises and drills. Illustrations are used to clarify meaning and as a basis for exercises.

DALLAS, D
Nursing
Collier-Macmillan (Special English Series) 1971 119pp + tape

Aimed at student nurses in training; for class use or private study. Fifteen units, each beginning with taped dialogues as pronunciation models and information contexts practise grammatical constructions on a repetitive structural manipulation basis. Reading comprehension and further exercises in grammar and tests in lexis complete the unit. A key to the exercises is included, as is a glossary of over a hundred and fifty technical terms. Each unit has contextualising photographs and diagrams or line-drawings.

DAVIES, P M
Medical terminology in hospital practice: A guide for all those engaged in professions allied to medicine. Foreword by G Cunningham
Heinemann Medical 1969 351pp

A handbook arranged under topic-headings, giving definitions of medical terms and short descriptions of disorders. Each chapter has a bibliography. There is an index, a list of standard works consulted and glossaries of radical prefixes and suffixes. There are also lists of word components and of abbreviations used in medical notes.

EDUCATION COUNCIL FOR FOREIGN MEDICAL GRADUATES
Medical examination review book. In two parts
Medical Examination Publishing Company Incorporated (Flushing, New York) 1969
211pp and 202pp

A practice and review collection of objective multiple-choice examination papers in the fields of Medicine, Pediatrics, Surgery, Obstetrics and Gynaecology, with each question being given standard textbook references. The tests are provided with keys.

ENGLISH LANGUAGE SERVICES INCORPORATED
Medicine. Three volumes
Collier-Macmillan (Special English Series) 1966 34pp, 81pp, 93pp + tapes

Aims at providing specialised training in American English as a foreign language for doctors and medical students with a sound general command of English. Each book is divided into units on a topic basis such as Laceration, Fracture or Measles. Pronunciation practice, substitution drills, lists of practice sentences and dialogues are combined in varying lesson formats. There is a list of vocabulary but no glossary.

HOFFMANN, L
Fachwortschatz Medizin: Haufigkeitsworterbuch: Russisch, Englisch, Franzosisch
VEB Verlag Enzyklopadie (Leipzig) 1970 106pp

Contains vocabularies (including listed suffixes) for each of the three languages.

HOLMSTROM, I
Medical English
Laromedelsforlagen (Stockholm) 1969 81pp

An explanatory account of human biology with abundant illustrations, lexical annotations in the margin of the text, content questions, translation work and glossaries at the end of each chapter. There is a key to the exercises. The text is suitable for medical students and technicians with a good knowledge of common-core English.

HORVATOVIC, R

Engelski za medicinare farmaceute i stomatologie

Zavod za Izdavanje Udzbenika Socialisticke Republike Srbije (Belgrade) 1966 437pp

A comprehensive coursebook organised into three parts: the first part introduces elementary structures, using medical situations and vocabulary where possible and presenting information through line-drawings with commentaries; in Part Two a more formal grammar component is introduced and exercises of the slot-filling and transformation type appear; Part Three features abridged passages from textbooks and reference sources and the emphasis is on reading and translation. Throughout the text is organised in double columns with vocabulary glosses to the right, and the whole is abundantly illustrated with contextualising line-drawings and diagrams. The vocabulary list at the back contains over five thousand items with phonetic transcriptions, translated equivalents and collocational contexts.

KUPFERSCHMIDT, H G

Englisch fur Mediziner

VEB Verlag Enzyklopadie (Leipzig) 1968 320pp

A series of often abridged passages from medical texts inverleaved with contrived dialogues, narrative pieces, verse mnemonics and cartoons. Content notes and questions with occasional lexical annotations follow most extracts. Appendices include pronunciation exercises, notes on English grammar, proverbs and quotations, abbreviations, a picture vocabulary of anatomical systems and medical situations, and a glossary of some five hundred terms with phonetic transcriptions and German equivalents. The whole presumes an advanced knowledge of common-core English.

MACKIN, R; WEINBERGER, A

El Ingles para medicos y estudiantes de medicina

Longman 1962 161pp

A course focussed on reading passages selected from standard British or American texts with grammatical difficulties printed in bold type and marginal indications in code form locating discussions of the difficulties. There are vocabulary lists with Spanish equivalents at the end of each extract. A general vocabulary list together with glossed abbreviations and an index of grammatical points appears at the back of the book.

MacLEAN, J

English in basic medical science

Oxford University Press 1974 Students' Book: 128pp Teacher's Edition: 176pp

With units on: the compartments of the body; sources of energy; gross anatomy of the trunk; epithelial tissue; cell structure and histological technique; the heart and circulation; the nervous system; anatomical terms.

MARTINS, J M

English for the foreign physician

Thomas (Springfield, Illinois) 1965 121pp

Aimed at the foreign doctor wishing to work in America. Dialogues, descriptions, abbreviation lists, vocabulary lists.

METHOLD, K; METHOLD, C

Practice in medical English

Longman 1974 136pp

Extracts compiled, intended for students learning English as an aid to their medical studies, provide examples of the kind of prose they will encounter.

PARKINSON, J E

A manual of English for the overseas doctor

Livingstone 1969 213pp

A pocket-sized reference book that, besides presenting information on the structure of the National Health Service, hospital organisation, letter-writing conventions, medical qualifications and abbreviations, also categorises instances of colloquial English used by patients and doctors when discussing bodily functions, sexual problems, drug addiction and other topics likely to require a knowledge of euphemisms and often vulgar slang. There are useful sections on phrasal verbs and idioms, and a series of nine case-histories embodies a number of colloquial exchanges.

YELISEYEVA, A G; YERSHOVA, I A

English words and how to use them: Health and medical services

Higher School State Publishing House (Moscow) 1963 256pp

A course based on short extracts from fiction and journalism with exercises on content matters idioms, synonymy, structural words, retelling narratives from various points of view and with

YELISEYEVA, A G; YERSHOVA, I A (continued):
plot-changes, a variety of translation work and topics for debate. Around two hundred words feature in a glossary with definitions, use in sentences, examples of collocational occurrence, and equivalents in Russian.

5 COMMERCE

5.1 General. Many of the general courses described in this section are concerned in part with commercial correspondence. Books dealing exclusively with correspondence are found in Section 5.2

ALLEN, B
English for the commerce student.
Evans 1974 140pp

Aims to provide essential background information for London Chamber of Commerce examinations and others. With a glossary of commercial terms.

ANDERSEN, K G; BAY, P
Commercial reading
Gyldendal (Copenhagen) 1966. Fifth edition 284pp

Aims at giving advanced students of English a variety of texts on trade and industry, transport, finance, insurance and advertising, to develop their knowledge and linguistic expertise in these fields. There are vocabulary lists with phonetic transcription after Gimson and translation equivalents. There are maps of Britain and the USA but no other visuals.

ASSENAT, J, and others
Exercises d'anglais commercial: Premier degre
Dunod (Paris) 1967. Fifth edition 239pp

Some hundred units typically consisting of a commercial text, a related composition topic, a set of questions, translation practice and vocabulary lists make up the course; a conceptually arranged vocabulary of over two thousand items (The Office, Organisation of Business, Contracts, Forms of Business Organisation, Money and Remittances, The Banking System) is also appended. The method is traditional grammar-translation and the course is aimed at Colleges d'Enseignement Technique and the economic divisions of Lycees Techniques.

BALSAMO, R; CREE, D A
Modern English in our commercial schools
Petrini (Turin) 1971 430pp

An outline study of commerce, with key terms italicised and defined in brackets and with translation tables and questions, is followed by a section on commercial correspondence in which verbal phrases and samples of phraseology are arranged on a situational basis and given Italian equivalents. A third section on commercial correspondence with two-way translation models is followed by a fourth section dealing with the translation of journalistic articles into and from Italian.

BARTNICKI, S P; PAWLOWSKA, B E
English in business
Panstwowe Zaklady Wydawnictwo Szkolnych (Warsaw) 1971 334pp

Consists of chapters on business themes divided into two units each of which contains an exposition of the information theme in an introductory passage of around two hundred words in length; a specially contrived conversation to develop the theme; samples of correspondence; and language practice materials involving structural manipulation, sentence completion, finding terms to match paraphrases, composition exercises on commercial matters, and conversation pattern practice along lines popularised by Jerrom and Szkutnik. Lexical annotations are incorporated in the text, but in addition there is a glossary of selected phrases for correspondence and a word-list with phonetic or Polish equivalents.

BEESLEY, A R
English for your business career. Volume 1
Collier-Macmillan 1971 188pp + tapes

Designed for young adults at a beginning level, this book assumes a need to acquire usage and vocabulary for a business career. Book One contains eighteen units each of which comprises a lesson plan, two conversations, build-up drills, notes and various manipulative exercises. A pronouncing vocabulary at the end contains some fifteen hundred words, and the structures taught are itemised in each section. Structures are undoubtedly graded, but vocabulary tends to be specialised with the interest defined by the author's aim. Exercises and presentation are varied. The context is European, and illustrations are attractive and appropriate. The materials can be used for self-teaching or with a group.

BEESLEY, A R (continued):

Volume 2. 1972 201pp + tapes

This volume takes the learner to an intermediate level, with a vocabulary reaching between 2,500 and 3,000 words. The high standard of presentation and illustration of Volume One is maintained. Review materials are contained in four appendices.

The big deal

Hueber (Munich) 1973 Taped material handbook and realia kit.

A course based on problem-solving and task-performance activities, centred on the dramatised story of a sales trip to a firm interested in buying an air-filter. The tape carries instructions to students about activities which involve the use of the realia (consisting of facsimiles of sales documents, brochures, personal information etc). A text in the form of a personal sales report is contained in the handbook along with teaching suggestions and glossary.

BINHAM, P

Executive English. Book 1

Longman 1968 120pp + tapes

The first of three books intended to teach the language of business. Each book covers a year's work, providing two to three hours per week plus one laboratory hour. Book One assumes that the student has reached Cambridge Lower Certificate standard and has some knowledge of business. By the end of Book Three he should be able to understand **The Economist** and participate in a business conference in English successfully. The basic unit consists of an article and/or conversation taken from books, newspapers or actual interviews; notes, mainly explanations of words; and practice. The exercises include completion exercises testing knowledge of prepositions; practice in joining sentences; providing synonyms for the words from the text; comprehension questions on the text; and writing business reports. Original advertisements are reproduced as illustrations. The book is divided into three sections: The Businessman; Marketing; and Foreign Trade. The tapes cover all the dialogues in the book and various forms of practice based on the dialogues. There is a glossary of commercial terms used in the book.

Book 2. 1969 155pp + tapes

With only a few exceptions, all texts are genuine and are adapted only where absolutely necessary. It is claimed that they are graded for difficulty. The composition of each Unit is similar to that of Book One, with rather fewer exercises. The two parts of the book are called 'Management Techniques' and 'Manufacturer to Consumer'. The tapes provide practice in intensive listening, conversation and structure.

Book 3. 1970 121pp

Similar content and format to Books One and Two, with three parts: 'Money Matters', 'Technology in Business' and 'National and International'.

BOND, L C; CAVALI, E

Business today

Marietti (Turin) 1972 383pp

This is a comprehensive account in English of the British commercial world, intended for Classes Four and Five of commercial institutes. The book is large and has attractive two-colour print and black-and-white and colour photographs. It is prefaced by illustrations and examples of decimal currency. The business letter forms part of the material for study and exercises are set in Italian based on specimen letters for each aspect of commercial work. There is an English-Italian vocabulary and an appendix listing abbreviations used in commerce and other common English abbreviations.

Business trip

Hueber (Munich) 1973. Taped material, handbook and realia kit

A course based on task-performance and problem-solving activities centred on the story of a business trip (on tape). The tape contains instructions to the students about tasks and problems for which the realia are to be used in conjunction with taped material. (Realia include facsimiles of documents, timetables and excerpts from the AA book). There is a summary of the events of the story given in letter form in the handbook. A number of language varieties are encountered and information is conveyed in a number of ways – aurally, pictorially, in written form – so that students may investigate the differences that situation, attitude and medium may make in the language. The handbook contains teaching suggestions and a glossary.

CHARON, J, and others

Anglais commercial

Larousse (Paris) 1971 288pp

Aimed at the graduating classes of the Grandes Ecoles Commerciales, this is an attractively produced two-colour-printed text covering the main topics of business organisations, transport

CHARON, J, and others (continued):
banking etc. Each chapter begins with a tree-diagram of the topic and a series of answered key questions followed by translation and composition exercises and a section on business correspondence. There is copious illustrative material, including contextualising photographs, reproduced documents and maps. There is a glossary of business terms appended of some six hundred items with one or more French equivalents. There is a separate volume published as a key to the exercises.

CONRAD, L
Let's talk business. Book 1
Geoffrey Chapman 1973

Intended for students with a good knowledge of general English. Long dialogues set in a wide variety of business and industrial situations. Each dialogue is followed by a glossary of new terms and by grammar, writing and discussion exercises. There is a sample lesson-plan for the teacher and a glossary for the whole book. Illustrated with photographs and diagrams.

COSTINETT, S
American English for international business men
Institute of Modern Languages Inc. (Washington DC) 1967 168pp + discs

Intended for students with a high intermediate-to-advanced level of proficiency in English whose occupational needs will include the ability to communicate with English-speaking members of the business community, the course consists of twelve dialogues, each of sixteen lines, with alternative expressions given for each line, and questions for discussion. Eleven reading texts are also incorporated. The method follows a presentation-production-practice-performance sequence for the dialogues; for the reading units listening, repetition and reading aloud are recommended.

CURIN, J, and others
Let's talk business: 1-2: Methode audio-orale d'anglais commercial
Hatier (Paris) 1970 160pp and 160pp + tapes + manual

An intermediate-level course organised into fifteen Units which each consist of dialogues; comprehension questions; pronunciation exercises; structural manipulation exercises; topic-summarising statements; texts from newspapers; popularising sources of fiction; advertising materials from the press; model business letters and exercises on their content and sentence patterns; and translation into English and French. The books are attractively set out and include a number of cartoons.

DE BAECQUES, S, and others
Changing Britain
Belin (Paris) 1972 192pp + tapes + teacher's manual

A characterisation of the British economy and civilisation presented in three parts via a journey around the regions, through a consideration of financial topics, and through a consideration of cultural institutions and trends. Each of the forty-seven units is accompanied by taped exercises on grammatical topics and is illustrated by four or five coloured photographs. The text of a unit typically consists of an information overview; extracts from official or magazine sources; a textual commentary on items of difficulty or collocational interest; translation of sentences which recapitulate in French the key information themes of the unit; and grammatically oriented sentence comparison exercises. There is a lexical index and a table of irregular verbs.

DE SCHIFFRIN, S, and others
English in business. Books 1 and 2
Longman 1969. 208pp and 186pp

An English course for Spanish-speaking students specialising in commerce who have had three years' tuition in English. The course is graded in terms of probable structural interference and frequency and aims to give a fundamental knowledge of English and a comprehensive survey of commercial techniques. A weighty place is given to phonetics and there is exclusive drilling. Comprehension exercises include blank-filling and combination, with a good deal of attention paid to phrasal verbs. Revision and testing materials are copious. There are occasional humorous cartoons to enliven the text. Commercialese is avoided. There is an overview for teachers. The Book Two the method is extended to cover a more advanced treatment of correspondence etc and to treat the topics Working for a Company, Working for a Bank, Bookkeeping, and Trade. The two coursebooks together are intended for the final two years of commercial and secondary schools.

DELPORTE, D
Business English
Nathan (Paris) 1970 224pp

Aimed at University Institutes of Technology, this course is organised into sections on Channels of Distribution, Transacting Business, Settling Accounts, and Office Life – with brief texts, questions, grammatical drills and translation exercises within an overall but restrained use of

DELPORTE, D (continued):

French as the teaching medium. The text is copiously illustrated with generally contextualising photographs, and each section, in addition to the course component characterised above contains a business correspondence section and an anthology of texts, literary, journalistic etc, with questions. The information is up to date and the format is attractive.

DRUMMOND, G

English for international business

Harrap 1970 159pp

This book is designed for people in business who need to communicate with English-speaking countries as part of their work, and could provide a useful reference book for teachers of English to commercial students. The book presupposes a command of the basic structures and vocabulary of general English, concentrating on the style and phraseology of commercial communications. It contains telephone conversations which can be used as a basis for oral practice, and examples of business letters to illustrate lay-out, followed by outlines which the student can expand for practice. Part Two contains useful general information on telegraphic English, differences of style in American correspondence, British and American vocabulary and monetary equivalents, weights and measures.

ECKERSLEY, C E; KAUFMANN, W

A commercial course for foreign students. Volume 1

Longman 1964. Fourth edition. (First published in 1947) 328pp

Written at an intermediate to advanced level for students who wish to acquaint themselves with the register of business English as well as the techniques and practices used, this book contains many examples of commercial correspondence and documents, with passages – somewhat dated now – describing commercial operations. Much of the book is given to detailed narratives, and the exercises are relatively few. Test papers are contained in appendices, and there is a glossary of technical terms phonetically transcribed.

Volume 2. 1972. Sixth edition (revised). (First published in 1958). 336pp

The format is the same as for Volume One, but in Volume Two the subject-matter is financial and economic rather than commercial. Test papers include questions set in the examinations of the London Chamber of Commerce, the Royal Society of Arts, and the Cambridge Syndicate. There is little emphasis on language practice in this volume – apart from the narrative passages for reading.

ECKERSLEY, C E; KAUFMANN, W

English commercial practice and correspondence

Longman 1973. (First published in 1952; new edition) 246pp

A well-known introduction to the departments common to most business firms, their terminology and their correspondence. Olaf, a Swede, is attached to a London firm for training, and his progress through the firm provides a framework for the many examples and exercises on business letters. The text is illustrated by cartoons which comment on situations and vocabulary and often show a double meaning for words. Examples are given for the symbols of the International Phonetic Association, which are used when introducing new vocabulary in the text and exercises.

ENGLISH LANGUAGE SERVICES INCORPORATED

International trade

Collier-Macmillan 1966 88pp

An American book consisting of dialogues representing business situations, followed by 'terminology practice' and a lexical blank-filling exercise. There is a key to the exercises and a glossary.

FERAUD, P; CHAMPION, J P

Commerce by easy stages

Dunod (Paris) 1965 320pp

The text is organised into seventy lessons typically beginning with a dialogue in which the topic of the lesson is introduced. Items likely to cause pronunciation problems have phonetically transcribed forms printed in small red type above them. Sections on grammar and comprehension together with contextualising photographs complete the typical lesson. Exercises are gathered at the back of the book. There is also an index and glossary, a grammatical index and a list of main irregular verbs.

FIRTH, J

British Banking

Collier-Macmillan (Special English Series) 1971 118pp + tape

The book is intended for class-teaching but could also help a student working on his own. It is assumed that the user will have a basic grasp of English. Dialogues between a British banker and his clients and staff and two overseas bankers attached to him for training form the core of the material. Each chapter covers a separate aspect of British banking. The dialogues are followed

FIRTH, J (continued):
by structural exercises and related passages for reading and comprehension. A few illustrations show typical equipment and documents. There is a key to exercises and a glossary of technical terms. A seven-inch tape of the dialogues and exercises is available.

FIRTH, J
British banking overseas
Collier-Macmillan (Special English Series) 1973 120pp + tapes

Intended for students already well grounded in the subject-matter of international banking who have some knowledge of English, this can be used as a class-book or for private study. There are fifteen Units each, beginning with a dialogue illustrating a situation typical of international banking. Technical vocabulary is introduced first in the context of conversation. In the reading and comprehension passage which follows, the same terms are used in a piece of information prose. Exercises give practice in the use both of patterns and of lexical items, and there are also comprehension questions on the dialogue and reading passage. There is a key to the exercises and a glossary of the technical terms used. The book is illustrated with drawings and photographs as well as facsimiles of the documents used in international banking.

FISHER, D
Commercial English comprehension passages
Longman 1968 119pp

Intended to help the student read commercial English in a number of fields (management, marketing, insurance etc) and to write clearly about what he has read. There are ten sections in the book, each of which consists of four texts increasing in difficulty, followed by a series of exercises, mostly of lexical manipulation. No assistance is given with sentence or paragraph construction. The source of the texts is not indicated except in the 'Acknowledgements', where reference to **The Economist** and **Business** provides a clue to the text level. The book is designed for people studying industry and commerce in their native language and in English.

FONTENILLES, A; POUSSARO, M
Business in contemporary society
Hachette (Paris) 1972 272pp

An anthology of texts on Business Values; The Corporation; Management; Business and the Economy; Business and Government; Business and Labour; and Consumer and the Environment. These are drawn from technical treatises on economics, popular works and the press and presented without simplification for advanced students of English as a coursebook on the business aspect of Anglo-Saxon societies and institutions. There are notes in English after each section and suggestions for class debates. There is a glossary of some four hundred terms with French equivalents.

FREYD-WADHAM, H (compiler)
Englisches Wirtschaftsalphabet. Third edition
Grossmann (Stuttgart) 1971 156 pages

A glossary of English terms used in the fields of commerce and economics. Each term has its German translation as well as a full explanation which might be unfamiliar are also translated. There is an index of German words at the back of the book.

GREMIGNI, C; AMATO, A
A short course of commerce
Cassanova (Turin) 1969 284pp

Intended for adult learners who already have a basis of English, the book presents preliminary information about business practice in short paragraphs, each with an English-Italian vocabulary and also in printed question-and-answer form. Details follow, partly in English and partly in Italian, on how to plan and write a business letter. A subsequent section raises points of grammar. Sample English and American business letters are followed by Italian letters for translation and composition exercises in which a situation is presented which demands that a letter be written. In conclusion, tables of British (pre-decimal) and American currency, and tables of weights, measures and temperatures are given as well as photographs of freight transport and insurance documents.

GUDERJAHN, W P K
Modern business English
Gehlen (Bad Homburg) 1970 139pp

This text is organised into nine chapters, ranging from the lay-out of a business letter to types of payment and faulty transactions. There are a large number of specimen papers and letters and practical exercises. Bilingual word-lists for each chapter are gathered at the back of the book and there is also a glossary. There is no specific attempt to deal with language-practice matters.

HAWKEY, R

Business English

Secondary Education Department, Ministry of Education (Bangkok) 1972

Aimed at developing a command of the terminology of the business word in Thai students who already know some English. Emphasis is on vocabulary-building, each unit being based on a word-list whose items are used in a reading passage which is then followed by questions on content and other exercises aimed at repetition of vocabulary items. There is also practice in spoken forms useful in business via substitution-tables and dialogues, on which blank-filling exercises are based. Duplicated typescript.

HOFFMANN, H G

English fur Sie: Aufbaukurs Wirtschaft

Hueber (Munich) 1972 192pp + tape

This book assumes a sound grasp of common-core English and is intended to lead the student up to the standard required by the German Folk High School Certificate in Business English. It is organised into twenty-seven units, each of which begins with an information theme presented through a dialogue, letter or expository prose, and leads into comprehension, vocabulary study, and structural practice sections. There are also three testing units. Lexical annotations on a section-by-section basis are gathered together in a reference section, and there is also an index. The lay-out is attractive, using contextualising cartoons and up-to-date information sources. The overall aim is to develop student ability to discuss common commercial situations as well as read and write letters and reports.

HUMBERT, S

Practice in commercial English

Dunod (Paris) 1970. Fifth edition 326pp

A second-year course for students preparing for the examination of the British Chamber of Commerce. First publishing in 1955, it includes chapters on Typical Errors, Translating, Dictation, Typical Commercial and Specialised Phrases, Test Papers and Mock Examinations and previous British Chamber of Commerce examination papers (from 1958 to 1970); American Accountancy; British Organisation; and Definitions.

JAY, M; DE BAECQUE, S

Economic surveys and business news

Belin (Paris) 1969 128pp + tapes

The third and final part of a secondary-school course in business English, aimed at preparing students for university studies in Economics. There are thirty units, each cued in by visuals with captions often of an advertising nature and followed by a 300-400 word text taken from such sources as **The Economist** and **Financial Times.** There are word-study sections with glosses in English and French; comprehension questions; and translation work. The lay-out is attractive and colourful and uses visuals for design as well as contextualising purposes.

JAY, M; DE BAECQUE, S

Everyday life. (Livre d' anglais commercial)

Belin (Paris) 1968 159pp

An intermediate course covering general topics and leading either to technical or to commercial English. Covers basic areas of grammar and presents a heavy load of vocabulary pictorially and, later, in texts. The exercises are of the traditional type.

JAY, M, and others

Business in the seventies

Belin (Paris) 1971 159pp + tapes

This is a new version of a previous commercial English course called **Business with Pleasure** published in 1961. A visually attractive text with two-colour printing and coloured illustrations, the course is organised into thirty chapters, each following an episode in the life of a Mr Robinson, a keen businessman who owns a store in Barchester. Each episode is illustrated and lexically annotated and leads into grammar practice, translation into English, essay topics, and correspondence models, some of which have to be translated. A set of fifteen tapes for use in laboratory or classroom accompanies the text. There are revision exercises, tables of irregular verbs, and a glossary.

KAY, M; GOODFELLOW, R

Marketing petroleum products

Collier-Macmillan (Special English Series) 1974 104pp

Intended for students who already have a knowledge of the basic grammatical patterns of English vocabulary and wish to familiarise themselves with the specialised vocabulary, idioms etc, used in marketing petroleum products. The units cover such topics as The Nature of an Oil Company; the Central Heating Battle; Sales Promotion and Advertising. Each unit consists

KAY, M; GOODFELLOW, R (continued):
of a two- to three-page dialogue, exercises to practise the principle structures in the dialogue, and a reading/comprehension passage followed by questions. A key to the exercises and a glossary of the specialised vocabulary is given at the end.

MACK, A
The language of business
BBC Publications 1970 254pp + tapes

This course in business English is for people who already have a working knowledge of the language. The twenty-four units trace developments in the whole range of operations of a small company. A serial story is presented in dramatised form and is followed by an extensive glossary of technical terms, and specimen letters. There are some practice sentences for repetition (which are recorded, as are the episodes) and two short exercises for which a key is provided. There is an index of words and phrases and a description of the new British currency. Despite the paucity of exercises, the course could be used for private study.

MARGOLIS, S
The department store
Collier-Macmillan (Special English Series) 1971 117pp + tape

Follows the usual Special English format of a dialogue followed by three structural manipulation exercises, a short reading text plus comprehension questions. There is a key to the exercises, a glossary, and a tape to go with the book. The story-line covers the main activities of the retail trade, and the book is well illustrated. The student must have a good intermediate level of English.

MEINERS, C; PRESTIFILIPPO, F
An easy way to commercial English and business conversation
Valmartina (Florence) 1972 410pp

This course is organised into four parts: Commercial Correspondence; Commercial Documents; Historical, Geographical and Technical Readings; and Topics for Conversation. The first two parts are organised in terms of basic terminology lists, models and exercises; the third and fourth present an anthology of texts with interspersed Italian equivalent terms italicised and bracketed in the body of the text. There is a section giving specimens of commercial documents and a Dictionary to and from English of lexical items.

NAIDOO, P, and others
Office practice, 1: Clerical duties
Collier-Macmillan (Special English Series) 1971 103pp + tapes

Intended for a young person embarking on a clerical career, the book assumes a good grounding in English. It follows the usual Special English series pattern of a dialogue followed by exercises involving structural manipulation and comprehension. Topics for each section are: application for a job, interviews, the mail-room, the telephonist, filing, the receptionist, the stock-room, copying the duplicating equipment, petty cash, wages, and the Christmas party. (Book 3 – **Secretarial duties,** 112pp – appeared in 1973).

OUVRIEU, R
Economic and social introduction to business
Masson (Paris) 1971 192pp

An anthology organised on an historical and topical basis with abundant illustrations. Texts incorporate phonetic transcriptions in brackets and some twenty items per text are annotated in English and occasionally French at the foot of each text. Comprehension questions and translation work are included in each section and notes on historical or theoretical background matters are also given. It is an introductory coursebook for students beginning commercial studies with an intermediate knowledge of English.

OUVRIEU, R; HART, D
Business life 1 and 2
Masson (Paris) 1970 162pp + 170pp

The first volume, Office Life and Office work, is aimed at secretarial students at commercial institutes etc and covers the various activities through a variety of story-lines and with abundant illustrations. An exposition of procedures and problems, often in dialogue form, is followed by sections on phonetics, lexis and grammar, both for reference and practice. There is a grammar by Laffay and Kerat appended dealing with tense, modality, parts of speech etc and including tables of irregular verbs; and there is an index to this. The second volume, **Buying, selling and paying,** is an introduction to commercial practice based on an anthology of texts, including fiction, and following the same pattern as the first volume in the series.

OXFORD UNIVERSITY PRESS: ENGLISH LANGUAGE TEACHING DEVELOPMENT UNIT

Accounting in English: Programmed units

Oxford University Press, English Language Teaching Development Unit 1972

A programmed self-instruction course aimed at teaching some of the basic facts and vocabulary of British finance and accountancy. The ten sections deal with: The Formation of Companies; Capital Structure; The Balance Sheet; The Trading and Profit and Loss Account; Direct and Indirect Costs; Depreciation and Valuations; Costing; Management Accounting; Allocation of Profits; The Flow of Funds. Within each section the student tests himself on the correct completion of sentences on the particular topic. The emphasis is on the correct grasp of fact and use of technical vocabulary rather than on language use. There is a section at the back containing fascicules of documents used in this field to be studied while working through the sections.

OXFORD UNIVERSITY PRESS: ENGLISH LANGUAGE TEACHING DEVELOPMENT UNIT

English for business: The Bellcrest story

Students' Book (123pp) + Teacher's edition + Tape Companion. Handbook (**The Bellcrest file**: 144pp). Oxford University Press/BBC/British Council 1973. 13 television colour films + tapes

This audiovisual package is intended for intermediate-to-post-intermediate use with business executives, technicians, research staff and secretaries. A dramatised story-line concerning Bellcrest Ltd, an imaginary engineering firm, and their attempt to develop a speed control device for electric vehicles provides the context and introduces the structure and vocabularies to be studied. Following each episode are exercises including sentence completion, reporting conversation, minute-writing and letter-writing; drills designed to practise conversational gambits used to signal manoeuvres or convey attitudes; active listening passages, including unscripted interviews with specialists in certain areas of business; and role simulation exercises in which a problem is stated and roles and responsibilities for the participants prescribed in the light of which students are required to negotiate and discuss and come to a collective solution. The Teacher's Book contains notes on method with particular reference to role simulation and a key to written exercises. The Tape Companion contains a transcript of the episodes and the drills, dialogues and passages for active listening. The Handbook contains the story outline together with documents, letters, dialogues and memos relating to each episode.

PACKMAN, R

Business in Britain

Longman 1968 240pp

Aimed at the overseas student of British commerce and secondarily at the overseas businessman wanting an overall picture of the business scene in Britain, this is an expository text concerned with information content but only incidentally with the register of commerce. There are detailed summaries of each chapter and a short glossary of the more technical phrases and terms.

PICCHI, F

Let's talk of commerce

Petrini (Turin) 1969 418pp

Part One (232 pages) consists of texts presenting commercial English and an almost total absence of exercises. The presentation is visually attractive, in two-colour printing and with photographs. The texts are partly contrived dialogues and partly descriptive. They are all set in an English context and cover a wide range of commercial topics. A fairly advanced level of English is needed. Part Two (152 pages) presents commercial correspondence, with commentary in Italian. Most of the exercises involve translation, and word-lists are provided for each chapter. The book ends with Italian-English and English-Italian word-lists.

PITTMAN, G

Clerical English. Book 1: Preparatory

Oxford University Press (Melbourne) 1964 133pp

For students wishing to work in shops, offices or junior administrative posts, eg typists, post office employees, and clerks. Teaches clerical procedures as well as clerical English. Each of the twelve sections is in four parts: a simple explanation of a common situation such as opening a bank account; 'Action', practising the work together with its vocabulary; 'Readings', a more detailed explanation of the situation; exercises – all directly relevant to clerical work.

Book 2: Advanced, 1965

Nine sections, each dealing with a particular aspect of business and the kind of language that the small shopkeeper or other businessman will need to understand it. The same system of exploitation is used as in Book One.

RAGAZZINI, G; SINHA, B N

Basic commerce

Mondadori (Milan) 1971 379pp

A comprehensive text arranged in four parts. Part One covers Commercial Practice in seven chapters dealing with From Producer to Consumer, Forms of Business Organisation, The Sales of Goods, Transport and Warehousing, Customs and Insurance, Means of Payment, and Banking. Each chapter is divided into lessons and each lesson consists of illustrated expository texts employing two-colour printing and bold type to deal with definitions and technical terms respectively. The texts are lexically annotated and supplied with comprehension questions. Part Two consists of passages from English and American authors to be used as reading texts. These include Charles Dickens on nineteenth-century conditions, and the Central Office of Information on the current scene. Each passage is around two hundred words and there are copious annotations in Italian. Part Three features Letter-Writing in Business. Models are given for various types of letter and these are followed by exercises. Part Four consists of Italian business letters to be translated into English.

RATCLIFFE-CHOPIN, J

The business world

Langues et Affaires (Paris) 1967 316pp

This text is organised into three books: A Study of the Economic World; Commerce and Business Organisation; Commercial Correspondence. The first consists typically of expository text, vocabulary lists with phonetic transcriptions or French equivalents, collocations and notes and practice material on grammatical topics. The second is similar except for grammar, which is only occasionally treated. The third treats a variety of letter types and includes vocabulary work and translation practice. There are no illustrations. An appendix contrasts English and Anglo-American and there is a table of irregular verbs. The text requires a sound general command of English and is aimed at the general public as well as students of commerce.

RIVARONO, O; DEAGLIO, M

Commerce Theory and practice

Paravia (Turin) 1966 411pp

Consists of three parts: a descriptive survey of business organisation with vocabulary notes preceding and summarising questions and answers following each chapter; a listing and exemplification of verbs related to Goods, People Working in Commerce, Business Understandings, Documents and the Home Trade and International Trade, together with passages for translation; a substantial section on commercial correspondence, with chapters devoted to a wide variety of types of correspondence – with specimens, lexical annotations and exercises in composition. There is a glossary and index.

SCATI, M, VIVALDI, N

A programmed course of business English (Corso di inglese commerciale per le scuole medie superiori)

Le Monnier (Florence) 1970 211pp

The first part gives brief programmed information on aspects of business English by means of vocabularies, short reading passages, comprehension tests and blank-filling exercises. The layout of a commercial letter is then explained. Examples of letters of various types are followed by pattern drills, letters with blanks to be completed and instructions for independent production of letters to the students.

SMITH, H

Business is business 1

Dunod (Paris) 1969 209pp

This introduction to business enterprise and business English assumes a fairly advanced general knowledge of English. It consists of an anthology of texts with lexical annotations, often not very copious, and a glossary of terms, and the emphasis is more on subject-presentation than on language development.

SMITH, H

Spies at work

Hueber (Munich) 1973 Taped material, handbook and realia kit

A course based on task-performance and problem-solving activities, using data from tape and realia kit. Activities all centred on a 'whodunit' story of industrial espionage in a computer firm. Both technical language and various nontechnical registers are encountered, and students are encouraged to analyse the differences between these and to draw inferences about the characteristics and attitudes of the characters in the story on this basis. The students are motivated to solve the mystery before the culprit is revealed at the end of the story. The handbook contains a version of the story, teaching suggestions and a glossary.

TONGBAI, C
English for general business
The author (Bangkok) 1970

Based on materials tried out at the SEAMEO Regional English Language Centre, the course consists of twenty-five units for intermediate students. Units typically consist of contextualising drawings, expository text, vocabulary lists, and exercises of the slot-filling kind. There is no index or glossary.

WOLFF, H W
Let's talk business
Bander 1-10. Hueber (Munich) 1972 86pp

Course in business English for students with an advanced knowledge of general English, based on recorded dialogues on business practice and company organisation. Exercises in listening comprehension, repetition drills, blank-filling exercises based on the dialogues. The last section of each book introduces four-phase drills, questions for oral followed by written answers, audio and dictation tests and a reading section. There are also English-German glossaries of terms used in the business world.

5.2 COMMERCIAL CORRESPONDENCE

ANDERSON, B; NORTH, M (revisers)
100 Briefe Englisch fur Export und Import. Revised edition
Langenscheidt (Berlin etc) 1972 143pp

A hundred model letters in English, with German notes beside them, covering a wide range of business topics. There is a short introduction on the main characteristics of the English and American business letter, a notes section, and metric weights and measures.

BLADEN, W; ROHRER, F
Five steps in business correspondence
Verlag des Schweizerischen Kaufmannischen Vereins (Zurich) 1969 244pp + tapes

This course, centring on the expansion of a British fruit and vegetable import business, attempts to teach business correspondence in the situational context of a complete business transaction. Letters are presented as models with prescriptive and language practice footnotes; these are followed by content questions and translation practice and by a reading passage either in the form of a dialogue or commentary on the situation and further exercises on language features. The situations covered are: a transaction from the inquiry stage to the execution of the order; requests for information; ways of settling home and foreign accounts; complaints and their adjustment; advertisement and application. There is a series of appendices as aids to translation, including tables of abbreviations, and irregular verbs and bilingual vocabularies. Some knowledge of mother-tongue business correspondence and a sound command of general English are assumed.

ECKERSLEY, C E; KAUFMANN, W
English and American business letters
Longman 1970. (First published in 1954; new impression 1962) 176pp

Beginning with lay-out and followed by examples of stilted and cliche language, modern British letters are compared with the more vivid and personal style of American letters. The student is warned that the writing of the apparently casual American letter is an art which can be achieved only after long practice and training. He is advised to adhere to the clear and succinct though more formal style of a good English business letter. Examples and exercises are given for letters common to all types of business. An appendix compares the vocabulary and syntax of British and American English in this field.

FREYD-WADHAM, H; GROSSMANN, T (compilers)
Englische Geschaftsbriefe: Anleitung zur Englischen Handelskorrespondez
Grossman (Stuttgart) 1972 143pp

Information on the forms and conventions of English business letters under functional headings. There is also a section of English/German vocabulary notes.

GORDON, I D
Basic business letters
Heinemann Educational 1973 90pp

A course aimed at reading comprehension and the writing of simple English for beginners in English and for those who know some English but not the specialised forms and vocabulary needed for a business letter; then various types of letter-writing situation, eg inquiries and job applications, are dealt with. Sentence-pattern, substitution and blank-filling exercises are used to help the student to build up sentences and complete business letters. There are appendices

GORDON, I D (continued):
on useful vocabulary and phrases as well as a special pictorial vocabulary showing some of the commonest commodities discussed in business letters. Beside each picture is an appropriate word in English, French, German and Spanish. Additional exercises are given on the description of such articles. There is also a section that provides a grammatical check for letters which do not follow exactly any of the models given in the book.

HARVARD, J
Bilingual guide to business and professional correspondence, German-English (Zweisprachen Briefsteller fur das Geschaft und den Beruf, Englisch-Deutsch)
Pergamon (Oxford) 1973 244pp

Parallel-text German/English information on the format of German and English business correspondence, with subject-matter under headings to make phrases and sentences useful in each circumstance easy to find.

KENCH, A B
The language of English business letters
Macmillan 1972 214pp

This course in commercial correspondence for foreign students of English is arranged in two sections. The first consists of sample letters introducing key structures which are studied, manipulated and used by the student in practice exercises. The second consists of samples of correspondence, notes, exercises and letter-writing projects. Exercises are largely rewrite and connection types. There are no visuals. The language level is advanced.

KING, F W; CREE, D A
Modern English business letters
Longman 1962 311pp

Contains sixteen chapters dealing with common forms of business correspondence, accounting, shipping, insurance, telegrams, minute-writing and hotel reservations. Practical exercises are included in each section. Emphasis is on the commercial content. There is no attempt at grading the language or vocabulary used. Suitable only for advanced students, but much of the commercial content has now been superseded.

KNECHT, P; PIGUET, P
Correspondence commerciale anglaise
Payot (Lausanne) 1969 175pp

A manual and index for commercial schools and private study, with model letters arranged in short transactional series followed by short pattern-practice and blank-filling exercises. An appendix contains a chapter-by-chapter vocabulary and phrase-list with French equivalents.

LENZ, L, and others
Modern business letters
Heckners (Wolfenbuttel) 1967 182pp + 24pp

Consists of a functional classification of business letters with general comments, model examples, suggestions on content and phraseology to be used in composition, and exercises in composition based on content summaries and a similar categorisation of business transactions, with exercises related to situations described. A glossary of technical terms with phonetic transcriptions and German equivalents is separately published as a booklet.

MASSON, W, and others
Nouveau cours d'anglais commercial
Dunod (Paris) 1968 332pp

The course is organised into thirty-five lessons, each dealing with a specific type of correspondence situation – Founding a Firm, Admission of a Partner etc – and offering letter models, vocabulary notes and grammar exercises. There is a treatment of abbreviations and technical terms in a set of appendices.

SACHS, R
A short course in commercial correspondence (Kurzlehrgang der modernen englischen Handelskorrespondenz)
Hueber (Munich) 1968 Teacher's key 20pp. 106pp

Confining its teaching strictly to letter-writing by example and exercise, this small book covers the lay-out of an English and American business letter and deals with the various stages of the buying and selling of goods. There is an English-German vocabulary and a list of commercial terms and common abbreviations. A few commercial anecdotes enliven the text.

URAI BHUNDOOMBHOAD
English business letter writing materials
The author (Bangkok) 1970 149pp

Aimed at final-year students in vocational schools, this book concentrates on Letters of Inquiry, Orders and Job Applications. For each type models are given and structural patterns are delimited and practised. There is an appendix of sentence-pattern examples and a vocabulary list with source and page-references.

WILMS, M
OK for mailing
Plantyn (Antwerp) 1971 52pp

Intended as a quick overview of English commercial correspondence for classes needing acquaintance with business English, this volume consists of 135 numbered sections dealing with commercial situations; model responses; exercises based on rewriting model letters through using a repertoire of provided synonyms; terminology guides, and letter-writing exercises with content guidelines. A sound knowledge of English must be presumed. There is no explicit grammatical component. A glossary of some seven hundred general and technical terms is appended.

5.3 HOTELS AND CATERING

ALBANESE, F; PLANT, D
Hotel English
Mursia (Milan) 1971 89pp

A course of dialogues for hotel and catering students covering such situations as information services, the restaurant, complaints about service etc. Each dialogue is footnoted with translation glosses and occasional phonetic transcriptions. There are also key structure exercises with incremental and transformational drills. Examples of both British and American idiom are given.

BRITISH BROADCASTING CORPORATION
Grand Hotel – Good morning!
BBC Publications 1969 13pp + record

A series of fifteen conversations for those engaged in the hotel, catering and tourist trades and needing to use English in an appropriate style. Phrases and terms peculiar to the register are italicised and annotated. Topics vary from making reservations to hairdressing and floor-service situations.

COLES, M C; LORD, B D
The Savoy English course for the catering industry
Illustrated by A Leonard. Arnold (for Savoy Educational Trust) 1973 140pp

Thirty structurally and situationally based units, starting at the beginners' level. Each unit begins with an illustrated text on some aspect of work within a large London hotel. The text is followed by a grammar summary and exercises, usually of the question/answer, blank-filling or sentence-conversation type. Substitution tables are also used. The last section gives some examples of correspondence in the hotel trade, and there is an appendix of common irregular verbs.

GINSEL, H; SCHILLE, H
At your service
Braumuller (Stuttgart, Vienna) 1971 359pp

Aimed at Austrian foreign trade schools for those training to work in hotels and based on the pattern-practice approach, this text is organised into thirty lessons, each with dialogue or information lead-ins, phrase-lists and a plenitude of exercises.

SCHILLE, H
Englisch fur das Gastgewerbe
Braumuller (Stuttgart, Vienna) 1972 149pp

A thirty-lesson course for beginners, dealing with hotel service situations, with special reference to the restaurants. Lessons typically begin with dialogues and brief information texts followed by comprehension tests and translation practice. Models of menus and wine-lists are included. There is an appendix on food, drink, measures and weights.

WORSDALL, V
Hotel personnel. Book 1: **Office managers, clerks, cashiers, telephone operators**
Collier-Macmillan 1971 122pp + tapes

An American book designed for non-native speakers of English working in the hotel trade. It follows the familiar Collier-Macmillan pattern of dialogue, structural practice, and short texts. There are tapes, a key to the written exercises, and a short glossary.

WORSDALL, V
Hotel personnel. Book 2: **Bar and restaurant employees**
Collier-Macmillan 1972 136pp + tapes

This is the second book in the Special English Series for hotel personnel and is intended for students who already have a basic knowledge of structures and vocabulary and wish to familiarise themselves with the specialised vocabulary, idioms etc, of hotel personnel. The emphasis is on spoken English: each lesson starts with a dialogue followed by a vocabulary list, substitution exercise, reading passage and discussion exercise and ends with a short written exercise. The tapes contain the dialogues and selected substitution drills.

FORTHCOMING:

ALLEN, J P B; WIDDOWSON, H G
English in social studies
Oxford University Press

MOUNTFORD, A
English in agriculture
Oxford University Press

LAIRD, E
English in education
Oxford University Press

II TECHNICAL READERS

This section includes materials under two headings:

1. Books specially produced for learners of English as a second or foreign language

2. Children's books intended for native speakers of English, but which might be found useful, because of their abundant illustration and clear language, for teaching English for Special Purposes.

READERS FOR ENGLISH AS A SECOND OR FOREIGN LANGUAGE

i. **Series**

1. THE BRIDGE SERIES
Longman

Abridged and specially written texts for students with an active vocabulary of three thousand words (the **General Service List** plus additional words taken from the first three thousand in Thorndike and Lorge: **A Teacher's Handbook of 30,000 Words**). Words outside this range are explained in a glossary. The series is illustrated and its factual titles include the following texts of a scientific and technical nature:

i. **The Kon-Tiki expedition** (Thor Heyerdahl);
ii. **The mysterious universe** (Sir James Jeans);
iii. **Changing horizons** (G C Thornley);
iv. **Power and progress** (G C Thornley);
v. **Ways of the world** (G C Thornley);

and one dealing with medical matters:

vi. **Mankind against the killers** (James Hemming).

2. LIVES OF ACHIEVEMENT
Longman

A series written within a word-count of two thousand words, similar to the Longman Simplified English Series but with the introduction of some two to three hundred new words which are explained in a glossary. The series is illustrated and includes among its titles the following:

i. **Louis Pasteur** (E M Attwood);
ii. **Madame Curie** (Eve Curie);
iii. **Marco Polo** (A Johnston);
iv. **Thomas Edison** (F Trevellyan Miller).

3. **LIVES OF GREAT MEN AND WOMEN**
OUP

A set of five series including:

i. Series 2: **Great explorers;**
ii. Series 3: **Great inventors;**
iii. Series 4: **Medical scientists and doctors.**

4. **LIVING NAMES**
OUP

A series including:

i. **Seven civil engineers;**
ii. **Six physicists;**
iii. **Seven inventors;**
iv. **Seven biologists;**
v. **Pioneers of medicine;**
vi. **Six men of business.**

5. **LONGMAN STRUCTURAL READERS**

Stage 3
i. **Mosquito Town** (fiction; N Adoma and A G Eyre).

Stage 4
i. **Oil** (N Wymer).

Stage 5
i. **Man and modern science** (N Wymer).

6. **MEN AND WOMEN AT WORK**
OUP

A series describing activities and intended to be useful for project studies:

i. **Oil from under the ground** (I Williamson);
ii. **Our letters in the post** (G A Campbell);
iii. **Ropes and rope making** (A E Haarer);
iv. **Rubber in the world today** (P D Patterson);
v. **Leather in the service of man** (M F George);
vi. **The story of transport** (C Wise).

7. **MODERN ENGLISH LIBRARY**
University of London Press

Grade X
i. **Nurse Maria** (P Eyo).

Grade Z
i. **Oil** (R John).

8. **PATTERN READERS**
Macmillan

Include:
i. **A book of railways** (Secondary Level Beginners Grade);
ii. **The highway** (Secondary Level Intermediate Grade);
iii. **A visit to the Maritimes** (Secondary Level Advanced Grade).

9. **PLEASANT BOOKS IN EASY ENGLISH**
Longman

Includes, at Stage 4 level, a vocabulary of 1,500 words:
i. **Small beginnings;**
ii. **Man against nature;**
iii. **World of today and tomorrow.**

10. **PRACTICAL READERS**
Longman

A series of semi-technical readers covering such trades as carpentry, building, electrical, agricultural and mechanical engineering, and such occupations as housewifery, nursing and general social activities. Include:

i. Stage 3 Readers (1,000 words):
Return journey;
Three trains;
Mrs Marlow's money.

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10. PRACTICAL READERS (continued):

ii. Stage 4 Readers (1,400 words):
Stolen secrets;
Television plan.

11. READING FOR INFORMATION
OUP

Two readers with photographs and line-drawings designed for early secondary school;

i. **The sea;**
ii. **Buried treasure: Minerals and mining.**

12. TECHNICAL ENGLISH SUPPLEMENTARY READERS
Longman

A new series. Original writing based on the 2,000-word general vocabulary of the **General Service List of English Words** and the 450-word supplementary scientific and technical vocabulary. Readers are illustrated with diagrams and photographs and have glossaries and a section of multiple-choice comprehension questions and written exercises.

Civil engineering;
Electronics and communications;
Chemistry.

INDIVIDUAL TITLES

It has not been possible to annotate all these.

AKPABOT, A
Aduke makes her choice
Nelson (Rapid Reading) 1966

BEESLEY, A R
A push in the right direction
Collier-Macmillan 1969. Commerce

BEESLEY, A R
Trading post
Collier-Macmillan 1972

This book reintroduces the characters of **English for Your Business Career.** Fourteen chapters trace the story of the opening of a shop to sell Nigerian goods in London, bringing in many of the situations setting up a business entails. Each chapter has grammar and vocabulary notes and question/answer and blank-filling exercises. There is a key to exercises at the back. Line-illustrations.

JOHNS, T F; BROSTAM, B
Prospects for thermonuclear power
Svenska Bokforlaget (Stockholm) 1965 93pp

A reader for grammar and technical schools, with a glossary of technical and general terms given phonetic transcriptions and Swedish equivalents. The reader is abundantly illustrated with photographs and diagrams.

MELANDER, M
A science reader
Natur och Kultur (Stockholm) 1963 134pp

An anthology of extracts whose sources include science fiction (Hoyle's **The Black Cloud**), literature with a science background (Snow and Balchin), textbooks, and science journalism for Swedish students at the gymnasium level. Lexical difficulties are glossed in Swedish in the margin with occasional phonetic transcriptions. There are no exercises.

MIDDLETON, A M, and others (editors)
Technical-scientific readings
Werner Soderstrom (Helsinki) 1967 131pp

A graded collection of articles for engineers and technicians needing to consult English sources. The articles are categorised both in terms of subject-matter (mechanical engineering, for example) and style (formal, informal and advertising) to allow the teacher or private student to organise his work to suit specific requirements. Lexical footnotes occur on each page and these are gathered in an alphabetical glossary at the back of the book. There are no exercises nor is there a grammar section.

ONGLEY, P A
Chemistry
Technical English Supplementary Readers. Longman 1975

PARRY, J
Outlook: Science at work
Penguin 1970 95pp

A series of specially written texts on current and future technological situations, arranged in seven sections: town and country; getting about (by hovercraft, hydrofoil, hovertrain etc); food and water; plastics; medicine; communications; computers. The texts are abundantly illustrated with diagrams and photographs and are designed for use towards the end of Coursebook Two of the **Success with English Penguin** course. There are no exercises, though questions are raised in the text and as captions to photographs.

SCOTT, J S
Civil engineering
Longman 1969 108pp

A supplementary reader designed for overseas students following advanced technical English courses which attempts through practical exposition to introduce students to the lexis and structures of the register. Students are assumed to be familiar with the **General Service Word-List** and the 425 words of the supplementary scientific and technical vocabulary. The text consists of twenty-seven chapters on concrete technology, soil mechanics, municipal engineering etc in which terms that are glossed are asterisked on occurrence. There are fourteen contextualising photographs and thirty-four diagrams in the text. Questions involving choosing one of four possible answers for insertion in sentences are grouped at the back of the book together with subjects for discussion and a glossary of some five hundred terms.

SHALIF, R
A reader in mechanical engineering
Longman 1972 83pp

Aimed at the university student studying mechanical engineering partly through the medium of English, this reader is collection of seventeen texts drawn from professional journals and books and slightly simplified. Topics include Descriptive Geometry, The Steam Turbine, Gauge and Instrument Design, and The Technologist as Manager, and are followed by questions and a glossary. Illustrative diagrams appear in most chapters.

THORNLEY, G C
Words for work: A practical reader
Valmartina (Florence) in association with Longman 1971 298pp

A collection of three narratives written within 450, 780 and 1,100 word-count levels respectively and introducing in each case a hundred trade and technical terms in italicised print. These are given Italian glosses in the margin and sometimes featured in line-drawings. Questions on both technical and narrative content appear. There is a glossary in which the principal terms are collected and given Italian equivalents.

UNITED STATES INFORMATION AGENCY
American men of science and invention
United States Information Agency, English Teaching Division, (Washington D C) 129pp

Fourteen short biographies, with vocabulary and structure controlled for the level of the intermediate learner of English.

WELLS, G W
Electronics and communications
Longman 1970 92pp

A supplementary reader designed for overseas students following advanced technical English courses. Familiarity with the **General Service List** and the technical and scientific supplementary vocabulary is assumed. The text aims to introduce students to the register of Electronics and Communications through a practical exposition of subject-matter. A hundred and ten figures are incorporated in the text. Multiple-choice questions are given for each chapter and there are discussion subjects and a glossary of over three hundred technical terms.

ZOOMERMEIJER, M; BAKS, B
A technical reader
Stam (Oudeburg) 1969 85pp

First published in 1956, this reader is organised into three parts: a technical idioms section in which numbered sentences make up a short text followed by noun and verb lists, the latter partly conjugated; an everyday subjects section with a graded series of texts leading from elementary to intermediate language; a technical subjects section with brief extracts on inventors and inventions and other topics at an intermediate level and without footnotes. There is a word-list and a supplement on structural words.

BOOKS FOR SPEAKERS OF ENGLISH AS A FIRST LANGUAGE WHICH COULD BE USED IN CONNECTION WITH ESP

1. LADYBIRD: SERIES 601: ACHIEVEMENTS

Intended for children of 9 and over. A historical account of each topic is given in simple language.

Includes:
i. **Great inventions;**
ii. **The story of railways;**
iii. **The story of the motor car;**
iv. **The story of oil;**
v. **The story of radio;**
vi. **The story of metals;**
vii. **The story of nuclear power.**

2. LADYBIRD: SERIES 708: GREAT SCIENTISTS

Written for children of 10 and upwards. The life stories of great scientists.

Three titles:
i. **Madame Curie;**
ii. **Charles Darwin;**
iii. **Michael Faraday.**

3. LADYBIRD: SERIES 654: HOW IT WORKS

For children of 10 and over. Simple text and illustrations are used to explain the construction of various objects and how the parts function.

Included:
i. **The motor car;**
ii. **The rocket;**
iii. **The aeroplane;**
iv. **The locomotive;**
v. **The motor cycle;**
vi. **The hovercraft;**
vii. **Farm machinery;**
viii. **The computer.**

4. LADYBIRD: SERIES 621: JUNIOR SCIENCE

For children of nine and over. Scientific principles are explained in easy English with the help of illustrations. Instructions for simple experiments are given.

Four titles:
i. **Magnets, bulbs and batteries;**
ii. **Light, mirrors and lenses;**
iii. **Air, wind and flight;**
iv. **Levers, pulleys and engines.**

5. MACDONALD INTRODUCTION TO TECHNOLOGY

Intended for readers of thirteen and over. Written in two-page chapters dealing with the subjects step by step with illustrations and diagrams at every stage. Each book has a project section at the end.

Included:
i. **Shaping metals;**
ii. **Television;**
iii. **The computer;**
iv. **The car;**
v. **Engines.**

6. MACDONALD: JUNIOR REFERENCE LIBRARY

Designed for children between eight and twelve years old. Entries are arranged alphabetically with copious illustrations. Each book also has an index.

Included:
i. **The human body;**
ii. **Metals;**
iii. **Money;**
iv. **Fuel and power;**
v. **Farming;**
vi. **Surgery and medicine;**
vii. **Gases.**

7. MACDONALD VISUAL BOOKS

For children aged ten and over. Information is conveyed by text and illustrations in equal measure. There is a project section to reinforce the main text.

Included:

i. **Aircraft;**
ii. **Trains;**
iii. **Ships;**
iv. **Cars;**
v. **Communications;**
vi. **The world of the microscope.**

III, ARTICLES, BOOKS AND REPORTS ON ENGLISH FOR SPECIAL PURPOSES

ADEGUN, J O, and others
'Report on a language experiment with primary science texts'
in **Journal of the Nigerian English Studies Association 2** (November 1967) 69-72

ADELUSI, O, and others
English Language Registers
Onibonoje Press (Ibadan) 1968

ARTEMOV, V A
'Basic problems in the contemporary psychology of foreign language teaching'
in **Inostrannye yazyki vschkole** (Moscow) 1 (1967) 16-34;
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BAETENS BEARDMORE, H; LEE, E J
'Teaching English as a foreign language for special purposes'
in **Modern Language Journal** 57:7 (1973) 343-8. (A course for French-speaking undergraduates in a Faculty of Economics Business School, Universite Libre de Bruxelles)

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'Some measurable characteristics of modern scientific prose'
in **Contributions to English Syntax and Philology**
Almquist and Wiksell (Stockholm) 1962, 21-43

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in **English Language Teaching** 5 2 (1950) 36-47; reprinted in **ELT Selections: 1** (Oxford University Press 1967) 201-12

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HILTON, M
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in **English Language Teaching 23** (1969) 2-3

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'Reflections of practical experience in designing and mounting ESP courses at Colchester'
in **ARELS Journal 2** 1 (1975) 4-6

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'An experimental reading course in scientific English'
in **English Language Teaching 10** (1956) 136-41

WEST, M
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in **English Language Teaching 10** 4 (1956) 153-7

WIDDOWSON, H G
See CENTRE FOR INFORMATION ON LANGUAGE TEACHING AND RESEARCH

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'An approach to the teaching of scientific English discourse'
in **RELC Journal 5** 1 (1974) 27-40

WIDDOWSON, H G
'Literary and scientific uses of English'
in **English Language Teaching Journal 28** 4 (1974) 282-92

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in **English Language Teaching 27** 1 (1972) 15-19

WINGARD, P
See CENTRE FOR INFORMATION ON LANGUAGE TEACHING AND RESEARCH

WINKLER, J
'The language of international business'
in **International Management** (1965) 38-43

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See CENTRE FOR INFORMATION ON LANGUAGE TEACHING AND RESEARCH

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in **Neusprachliche Mitteilungen 25** 3 (1972) 170-5.(Advertising literature)

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'Some experiences from teaching commercial English to foreigners'
in **Sprak og Sprakundervisning** (Norway) **4** 1 (1968) 13-17

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Ege University School of Foreign Languages (Izmir) 1973

IV DICTIONARIES AND REFERENCE BOOKS

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Delmas business dictionary
(Anderla). Delmas/Harrap 1972

Dictionary for accountants
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Dictionary of abbreviations in medicine and the related sciences
(Steen). Bailliere

Dictionary of aeronautics
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Dictionary of annual plants
(ed. Fogg). David and Charles 1972

Dictionary of applied chemistry
(Thorpe)

Dictionary of applied geology
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(ed. Sobecka). Pergamon 1966

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(Leader). Saunders 1971

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Dictionary of development economics
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Dictionary of economic terms
(ed. Gilpin). Butterworth 1973

Dictionary of economic terms
(Taylor). 1968

Dictionary of economics
(Rees and others). Penguin 1972

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(Sloan and Zurcher). Barnes and Noble 1961

Dictionary of economics and commerce
(Hanson). Macdonald and Evans 1969

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Dictionary of electronics and nucleonics
(ed. Hughes and others). Chambers 1969

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(ed. Clason). Elsevier 1965

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(Clason). Elsevier 1963

Dictionary of elementary chemistry
(ed. Vernon, E J) Foyle 1965

Dictionary of ferrous metals
(Simons). Muller 1970

Dictionary of flowering plants and ferns
(Willis). Cambridge University Press 1966

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(Norton). Mills and Boon 1969

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(ed. Senn and Clarke). Ward Lock 1972

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(Clason). Elsevier 1962

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Dictionary of marine engineering and nautical terms
(Watson). Newnes-Butterworth 1965

Dictionary of materia medica
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(Millington). Cassell 1966

Dictionary of mechanical engineering
(Naylor). Newnes-Butterworth 1967

Dictionary of mechanical engineering
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(Horner and White). Technical Press 1967

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(Cowan). Oliver and Boyd 1968

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(Pryor). Mining Publications 1963

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(Nelson). Newnes-Butterworth 1965

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(Ballentyne and Lovett). Chapman and Hall

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(Clason). Elsevier 1970

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(Bender). Butterworth 1968

Dictionary of optics, photography and photogrammetry
(Richter). Elsevier 1966

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(Stevans and others). Eyre and Spottiswood; Spon. Set of five with eight supplements; various years

Dictionary of pharmaceutical science and techniques
(ed. Strasberg). Elsevier 1968

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(Gray). Longman 1958

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(ed. Cowson and Streitweiser). Pergamon 1965

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(Brant). Paper: Mayflower 1971. Cloth: Nelson 1971

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(Drever). Penguin 1969

Dictionary of psychological terms
(Ladell). Practical Psychological Handbooks 1961

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Penguin 1969

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(Booth). Applied Science 1970

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(Craig). Butterworth 1969

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(ed. Uvarov). Penguin 1969

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(ed. Collocott). Chambers 1971

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(Jerrard and McNeill). Chapman and Hall 1971

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(Stevens). Pitman 1971

Dictionary of soil mechanics
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Semiconductor Electronics. Collet 1971

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(Bones). Newnes-Butterworth 1970

Dictionary of television, radar and antennas
(Clason). Elsevier 1955

Dictionary of the biological sciences
(Gray). Van Nostrand/Reinhold 1968

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(Kaupert). Elsevier 1963

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(Meinck and Mohle). Elsevier 1963

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(Nelson). Butterworth 1973

Dictionary of zoology
(ed. Leftwich). Constable 1973

Lexicon of parasites and diseases in livestock
(Rodriguez). Elsevier (undated)

Lexicon of plant pests and diseases
(Rodrigues). Elsevier 1966

Lexicon of stock market terms
(ed. Thole). Elsevier 1965

Lexicon of terms used in connection with international civil aviation
(International Civil Aviation Organisation). Her Majesty's Stationery Office 1971

Pictorial English wordbook
(Parnwell). Oxford University Press 1966

Reference book of English words and phrases for foreign science students
(Price). Pergamon 1966

Science dictionary in Basic English
(ed. Graham). Evans (for Orthological Institute) 1965

Subject analysis of 'The Advanced Learner's Dictionary of Current English'
(ed. Mackin). Oxford University Press 1973. Set of five

1. Art, language, history, religion
2. Civil law and order, war and warfare, sport and entertainment, the printed word, photography
3. Biology, chemistry and physics, mathematics, medicine, home management
4. Industry, technology, commerce, transport, power, building
5. Education, geography, agriculture, food, the sea, minerals and mining

Teacher's handbook of technical vocabulary
(Cole). Public School (Bloomington, Illinois, USA)

Vocabulary of land planning
(Plowdrill). Estates Gazette 1961

Vocabulary workbook for industrial students
(Madden and Martin). Harrap 1965

V. BIBLIOGRAPHIES

ENGLISH-TEACHING INFORMATION CENTRE:

Specialised bibliography	**A.17**	English of Journalism. September 1974
" "	**B.16**	Commercial English. September 1974
" "	**B.17**	Scientific and Technical English. May 1973
" "	**B.24**	Medical English with special reference to the problems of overseas students. May 1975.

SELINKER, L, and others.
An annotated bibliography of research in scientific and technical languages.
10pp. (In ETIC Archives).

UNITED NATIONS EDUCATIONAL, SCIENTIFIC AND CULTURAL ORGANISATION:
Bibliography of international scientific and technical dictionaries.
5th edition. UNESCO (Paris) 1969.

VI. WORD FREQUENCY LISTS

FLOOD, W C; WEST, M
'Supplementary scientific and technical vocabulary'
in **General Service List of English Words** (West), Longman 1953 (enlarged edition)

ZETTERSTEN, A
A word frequency list of scientific English
Studentlitteratur (Lund) 1969

VII. CATALOGUES OF TEACHING AIDS

EDUCATIONAL FOUNDATION FOR VISUAL AIDS:

Audio-Visual Aids:	**Part 1** – Religious Education, English, Modern Languages
	Part 2 – History, Social History, Social Studies
	Part 3 – Economics, General, Physical and Economic Geography
	Part 4 – Regional Geography 1, General and Europe (i)
	Part 4 – Regional Geography 2, The Americas, Africa, Asia, (ii) Australasia.
Visual Aids:	**Part 5** – Physics, Mathematics, Astronomy, Chemistry
	Part 6 – Nature Study, Botany, Zoology, Hygiene and Health
	Part 7 – Industrial Processes, Technical Training, Crafts, Commercial Subjects, Careers, Behaviour, Safety, Teacher Training
	Part 8 – Arts and Crafts, Domestic Science, Sport, Youth Activities

Catalogue of 8mm cassette loop films
Records and tapes for education.
A catalogue of wallcharts.

GUSTAFSSON, M
Some syntactic properties of English law language
University of Turku 1975. 30pp.

CHEMSYN

Organic Chemistry Revision Cards
(by G Eglinton and J R Maxwell). Heyden and Son, Spectrum House, Alderton Crescent, London NW4 3XX.

Cards with data on compounds in organic chemistry, used for games that demand matching and sequence-finding.

CONCEPT 7-9

The Schools Council. E J Arnold and Sons.

A course in language development and reasoning intended for children between seven and nine years old. There are three sets of boxed materials of general relevance; the fourth set tackles some of the language difficulties of West Indian Creoles. Unit 1, Listening with Understanding, contains taped instructions to the individual student on such activities as drawing simple figures and making correct verbal or visual choices. There is a students' workbook and answer-book, with checks, for the students' own use. Unit 2, Concept Building, consists of games based on picture-cards and matrices to practise classification and the formation of conceptual sets (suitable for group-work). Unit 3, Communication, consists of a series of activities for pairs and small groups entailing the giving and following of instructions, the production of simple drawings, and discrimination of detail in data. There is a teacher's book with each set of materials justifying the suggested activities. The content of many of these materials can easily be changed to meet the needs of older students.

CORT MATERIALS

(by Edward de Bono). Direct Education Services, 35 Albert Street, Blandford Forum, Dorset DT11 7H2.

A series of guided thinking strategies for application to situations suggested in the Students' Notes. Direct Education Services is preparing a version of Cort in Arabic (with the necessary cultural adaptations).

GALLENKAMP MOLECULAR MODELS KIT

Demonstration kit (serial number MV 815).
Gakkenkamp, PO Box 290, Technico House, Christopher Street, London EC2P 2ER.
Tel: 01-247 3211.

This would be useful for demonstration in the classroom and for students in communication activities concerned with building molecular models according to instructions.

GUTS

The Digestive System Game
(by J E Lowe). Sheffield Polytechnic Learning Services Unit.

In this game, cards are collected and correctly grouped under five categories concerned with the digestive processes. These are: organ; enzyme; stimulus; food; and end-product. Each player has a master-chart for reference, which gives the necessary information for correct grouping and sequence.

LEGO Building Blocks (GB) Ltd,
Wrexham, North Wales LL13 9UD.

Interlocking plastic building materials include bricks, gears, wheels, base-blocks and accessories in various colours. Useful in communication (where the student can build structures according to specifications and where a 'correct' version, already built, can be produced as an immediate visual check).

MINIT MOLECULAR BUILDING SYSTEMS

R J M Exports Ltd, Leafield, Oxford OX8 5NT.

These comprise a biochemistry set, a lattice set and an organic/inorganic set. These are compact kits for building molecular models. Their size fits them for work both individually and in pairs; they may also be used by a class to copy models built up by the teachers, using the large Gallenkamp Molecular Models Kit, which see.

POWER GAME

(by J B McCarthy). Smurfit Group.

This consists of a pegged board on which black and white cogwheels may be arranged. The aim of the game is for the two players to move their pieces so as to turn the opponent's master-cog in a predetermined direction; but the pieces could be used in simple problem-solving, stimulating the student to express insight into cog-motion; for example, from the fact that in order to have the cogs at the beginning and end of an interlocking chain moving in the same direction there must be an odd number of intervening cogs. The game could provide a stage of physical manipulation preceding the presentation of pencil-and-paper problems about cogs and gears.

SCIENCE MAPS
(by G I Gibbs). Sheffield Polytechnic Learning Resources Unit.

This set of cards provides material for five games. Groups of players cooperate in arranging sets of component-cards bearing the names of scientific concepts with cards indicating possible interrelationships in ways that satisfy the players' insight into the manner in which the universe is organised.

SCRABBLE
Spears Games.

A competitive game in which players arrange letters on a squared board crossword-fashion to form words whose score-value varies according to the letters used and their position on the board.

THINK LINKS
(by Edward de Bono). Direct Education Services, 35 Albert Street, Blandford Forum, Dorset DT11 7H2.

A series of picture cards intended mainly for young children to train them in drawing analogies. The picture cards would have to be supplemented to make them suitable for use with older students, but there is an accompanying booklet which is valuable for the many suggestions it makes for activities in which cards are used.

WFF'N PROOF GAMES
Wff'n Proof Instructional Material Publications, Box 71, New Haven, Connecticut, USA.

Games of relevant interest are Wff'n Proof itself and Queries'n Theories, Wff'n Proof games are played with dice bearing logical symbols. They are used for practice in recognising the constructing formulae in mathematical logic. Queries'n Theories simulates the activity of a descriptive linguist forming hypotheses about an unknown language on the basis of questions to a native informant. The 'language' consists of rule-based sequences of coloured discs arranged by the informant.

IX. CURRENT RESEARCH IN BRITAIN

This list of research in progress and recently completed in Britain is extracted from the register compiled by the Centre for Information on Language Teaching and Research (20 Carlton House Terrace, London SW1Y 5AP). **Language and language teaching: current research in Britain 1972-75** (Longman, to be published 1976) will provide fuller descriptions of these and other projects (those marked * have already appeared in the **1971-72** edn, published 1973); project entries can be traced in the book by their serial numbers.

Information is provided for the register by the researchers concerned, and this list is published with the permission of Longman.

674* W Otley, 12 Bents Green Avenue, Sheffield S11 7RB (research at Sheffield Polytechnic **and** University of Sheffield):
Lexicology and sociolinguistics. An enquiry into the practical aspects of the isolation and identification of specific registers in spoken English. The first study is of the professional English of salesmen. For degree of MA(Ed). Begun 1966.

863* C H Gargood, Department of English and Liberal Studies, University of Wales Institute of Science and Technology, 57 Park Place, Cardiff CF1 3AT:
Spoken English in word situations. Analysis of language and preparation of materials for application in relevant fields of study. Tape-recordings in work situations at factories and training centres are used for lexical and structural analysis. Begun 1968.

951* Professor B Pattison, University of London Institute of Education, Malet Street, London WC1E 7HA (and associates):
An investigation of the English necessary for the integration of immigrant pupils into ordinary classes in mathematics in the first year of a secondary school in the United Kingdom. Begun 1967.

978* N L Haddock, 19 Whitehead Road, Manchester M21 1HA (research at University of Salford):
Programmed English grammar drills and exercises. The purpose is to build up a body of working materials for overseas university students in various disciplines and with varying proficiency in English. Begun about 1955.

995* Dr H G Widdowson, Department of Linguistics, University of Edinburgh, Adam Ferguson Building, George Square, Edinburgh EH8 9LL:
An applied linguistic approach to discourse analysis. Completed 1973: to be published; details obtainable from CILT.

1107* Dr P Wright, Department of Modern Languages, University of Salford, Salford M5 4WT:
Survey of industrial language. Begun 1965. Various articles published: **The language of British industry,** Macmillan, 1974

1115* Professor J M Sinclair, Department of English Language and Literature, University of Birmingham, PO Box 363, Birmingham B15 2TT:
The language used by teachers and pupils. Completed August 1972.

Sinclair, J McH, and others:
The English used by teachers and pupils. Final report (HR 1158) to Social Science Research Council, August 1972. In British Library Lending Division.

Sinclair, J McH, and Coulthard, R M:
Towards an analysis of discourse: the English used by teachers and pupils. (Based on report to SSRC). Oxford University Press, 1975.

Papers have been published: details obtainable from CILT.

1117* T C Jupp, Industrial Unit, Pathway Further Education Centre, Recreation Road, Southall, Middlesex (and associates):
Industrial English language training. Research, development and evaluation of in-company courses for teaching English to Asian immigrants at work. The work leads to publication of occasional articles and of teaching materials: **Industrial English,** by J C Jupp and Susin Hodlin. Heinemann Educational, 1975. Begun 1970. Reports produced periodically by the Unit (some of these may be consulted at CILT).

1136* Professor J Coveney, School of Modern Languages, University of Bath, Claverton Down, Bath BA2 7AY:
Management terminology in French and English. Completed.

Coveney, J, and Sheila J Moore: **Glossary of French and English management terms.** Longman, 1972.

1167* Mrs J W Richards, 15 Woodbine Avenue, Newcastle upon Tyne NE3 4EU:
The language of biology teaching. Completed 1974: unpublished MEd thesis (title as above), University of Newcastle upon Tyne, 1974.

1239* M W Stubbs, Department of English Studies, University of Nottingham, Nottingham NG7 2RD (research at University of Edinburgh):
Language use in teaching situations. Analysis of tape-recordings and observational notes of teacher-pupil spoken interaction, relating language functions to social context and speaker roles. Completed 1975:

Classroom talk: a sociolinguistic study. Unpublished PhD thesis, University of Edinburgh, 1975.

Two earlier papers may be consulted at CILT.

1485* Dr R R K Hartmann, Language Centre, University of Exeter, Exeter EX4 4QH and C S Butler, Department of English, University of Nottingham:
Registers and terminologies. Completed spring 1974. Publications include:

Hartmann, R R K and C S Butler:
A reader in language variety, to be published in a linguistics monograph series to be published at the University of Exeter.

1509 C N Candlin, Linguistics Section, Department of English, University of Lancaster, Bailrigg, Lancaster LA1 4YW (and associates):
Study skills in English: materials production and course design. Producing functionally-oriented language teaching materials, including audio- and video-tape for overseas post-graduate students in the area of English for special purposes (science, technology, business studies). Begun 1971. Those interested in obtaining the materials should contact the investigator.

1518 Professor J M Sinclair, Department of English Language and Literature, University of Birmingham, PO Box 363, Birmingham B15 2TT (and associates):
The structure of verbal interaction in selected situations. The work is a continuation of that reported in No. 1115. Completed August 1974.

1527 T C Tinkler, Tyntesfield, Alma Road, Sale, Cheshire (research at University of Manchester):
The use of the passive in certain social science lectures and implications for teaching English to non-native speakers. Research intended to bridge the gap between linguistics and class-room teaching, providing practical information for teachers. Thesis for degree of MEd. Begun 1972.

1538 J W Morrison, Language Centre, University of Newcastle upon Tyne, Newcastle upon Tyne NE1 7RU (and adviser):
Investigation into the aural comprehension problems encountered by overseas first-year postgraduate students in the faculties of science, applied science and agriculture. Completed 1974:

An investigation of problems in listening comprehension encountered by overseas students in their first year of postgraduate studies in science. Unpublished MEd thesis, University of Newcastle upon Tyne, 1974. Summary may be consulted at CILT.

1539 R V White, Department of Education, University of Manchester (present address: Department of English Language, Papua New Guinea University of Technology, PO Box 793, Lae, Papua New Guinea):
The concept of diatypic variety and English language teaching. An investigation of the frequency of common core features in selected varieties of English, and the implications of findings for the study of diatypic varieties of English, and for the teaching of English language. Begun 1973.

'The concept of register and TESL'. **TESOL Quarterly**, Vol. 8, No. 4, 1974, p401-16.

1626 Dr P Wright, Department of Modern Languages, University of Salford, Salford M5 4WT:
Preparation of materials: English for overseas students, especially of commerce, science and technology. Begun 1969.

1785 J L M Trim, Department of Linguistics, University of Cambridge, Sidgwick Avenue, Cambridge CB3 9DA (and associates in various European universities):
European unit/credit system in modern languages for adults. The aim is to develop a structure of language-learning motivation-based approach. (A specification of a 'threshold level' of initial language proficiency, and a system of interlocking specialisms at different levels around a common core are being prepared). Begun 1971.

Council of Europe. Council for Cultural Co-operation:
Systems development in adult language learning. Council of Europe, Strasbourg, 1973.

Council of Europe, Council for Cultural Co-operation, Committee of Out-of-School Education and Cultural Development:
A European unit/credit system for modern language learning by adults: provisional suggestions regarding multi-media systems for language teaching to adults, by J L M Trim. Council of Europe, Strasbourg, 1974. (CCC/EES (74) 3.)

Trim, J L M: 'A unit/credit scheme for adult language learning'. In:
Teaching languages to adults for special purposes. (Papers from a conference convened by CILT, London, July 1974). Centre for Information on Language Teaching and Research, 1974. (CILT Reports and Papers (II) p24-31)

1799 Professor J C Sager, Department of European Studies, University of Manchester Institute of Science and Technology, PO Box 88, Manchester M60 1QD:
Approaches to advanced language learning. 1, The teaching of special languages (journalism, politics, economics) at university level. Development of teaching material.
2. Improving reading and listening comprehension. **3.** Development of methods appropriate for the teaching of lexicography and terminology. Begun 1970.

The languages of English journalism: a work book for students.
Hueber, Munich, 1974

1818 Dr L A Alesso Waywell, Department of International Studies, Leeds Polytechnic, 30 Park Place, Leeds LS1 2SY (and associate):
An investigation into and development of audio-visual teaching material applied to the study of economic and political institutions. Preparation of a series of five films covering specialised areas of language teaching: aspects of the theory and practice of commerce. Begun 1972.
Film completed: **Marketing a product;** a board meeting discussion about the possibility of marketing a new product (Italian and English versions).
In progress: **First day in the office** (scripts in English and Italian).

1835 M M Broughton, Department of Language and Linguistics, University of Essex (present address: University of Sao Paulo, Brazil).
An examination of the reading ability of a group of second-language learners and an analysis of their reading strategies as the basis of a framework for instructional materials. Thesis for degree of PhD. Begun 1972.

1847 G Pollhammer, Cambridgeshire College of Arts and Technology, Collier Road, Cambridge CB1 2AJ (and associate), (research at University of Sheffield):
A comparative study of English and German with special reference to the language of economics. Work comprises structural analysis of nominal groups and comparison of their function within a register. Thesis for degree of MA. Begun 1972.

1850 C N Candlin, Linguistics Section, Department of English, University of Lancaster, Bailrigg, Lancaster LA1 4YW (and associates):
English language skills for overseas doctors and medical staff. The aim is to produce a pilot package of function-based English language learning materials for a specific audience of overseas doctors and medical staff. Materials will be prepared on the basis of detailed sociolinguistic analysis. Testing materials for levels of English proficiency in oral discourse are also in preparation. Begun 1974.

1869 Miss E M R Laird (and associates); correspondence to: Director, Industrial Unit, Pathway Further Education Centre, Recreation Road, Southall, Middlesex:
Language training materials for hospital ancillary staff. To produce materials at near-beginner level for overseas ancillary staff, together with background materials. Begun 1973.

Opienski, J: **English language assessment interview for hospital ancillary staff;** Jupp, T C, Hodlin, S and Laird, E: **English for laundry staff;** both published by King's Fund Centre, 1973.

1915 I O Ikwue, Department of Modern Languages, University of Salford, Salford M5 4WT (and adviser):
English for Nigerians. English for Nigerians, especially in tertiary education. Teaching methodology and the practical use of English in work situations in Nigeria. Thesis for degree of PhD; articles are planned. Begun 1974.

1916 T F Johns, Department of English Language and Literature, University of Birmingham, PO Box 363, Birmingham B15 2TT:
Research and materials development in English for academic purposes for overseas students, particularly at the postgraduate level. Diagnostic structural testing linked to remedial teaching; basic socialisation skills, problems of academic writing; note-taking and reconstitution; strategies of seminar participation; reading skills for administration courses. Begun 1971.

X. DOCUMENTS AVAILABLE IN ETIC ARCHIVES

BRASSNETT, C
English for special purposes: Reading programme
A paper delivered at the In-Service Training Course for Language Lecturers held at the Mara Institute of Technology, Kuala Lumpur, 26 November to 21 December 1973.
27pp.
Malaysia: 959.5 OX ONX ING

BYRNE, D
Report on a course for teachers of English from technical schools
Bologna, Italy, 5 to 17 March 1973, with programme and bibliography.
10pp.
Italy: 945 OX OKF

CANDLIN, C, and others
English language skills for overseas doctors and medical staff
Work in progress: Report 1, April 1974. 2, May 1974. 3, May 1974. Appendix 1, March 1974.
INK

COBB, D J
Aural comprehension materials for tertiary-level science/technical students
1972. 56pp.
ING

COOPER, M
Language roles in the study of science
Undated, received October 1973.
10pp
Nigeria: 955.9 OX ONX ING

Course materials on engineering at Ege University, Turkey
Received March 1974.
43pp
Turkey: 956.1 OX ONX OL

Section X

COWLEY, R A
Technical English for Spanish-speaking engineers
Received August 1973.
73pp.
ING

DUDLEY-EVANS, A, and others
Aspects of the writing and reading of EST courses: The Tabriz materials. (Iran)
Received May 1975. 15pp
With 'Rhetorically graded EST courses: A working paper' attached. 10pp.
955 ING

EWER, J R
Note-taking training for non-English-speaking students of science and technology
November 1972.
12pp
OSD ONX

EWER, J R
Summary report on the seminar on the teaching of scientific and technological English, French and German
Department of Languages, Universidad del Norte, Amia, Chile, 9 to 13 July 1973.
28pp
Chile: 983 OX OKE ING

FREEMAN, R T
Report on a summer course in medical and engineering English
University of Alexandria. 2 to 26 September 1973
7pp
Egypt: 962 OX OKE ING

GRAVES, G F
Communication and language: A report on the language problems of First and Second Year students in English-medium technical education
Received September 1975 (India)
10pp
954 OX ING

HEATON, J B
Describing words in scientific English
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